

**RSPO PRINCIPLE AND CRITERIA  
PUBLIC SUMMARY REPORT**

- Initial Assessment
- Annual Surveillance Assessment (1\_4)
- Recertification Assessment (Choose an item.)
- Extension of Scope

<b>Client Company Name / Parent Company:</b> <b>J.C. Chang Holdings Sdn. Bhd.</b>
Client Company / Parent Company Address: Unit 30-01, Level 30, Menara Landmark, No. 12, Jalan Ngee Heng, 80000 Johor Bahru, Johor, Malaysia
Certification Unit: <b>Melewar Palm Oil Mill (Melewar Production Unit)</b>  Location of Certification Unit: KM 45, Off Jalan Lahad Datu – Sandakan, 91100 Lahad Datu, Sabah, Malaysia
Date of Final Report: 16/03/2023

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## Section 1: Scope of the Assessment

1. Company Details			
<b>Parent Company</b>	J.C. Chang Holdings Sdn. Bhd.		
<b>RSPO Membership Number</b>	2-0029-06-000-00	<b>Membership Approval Date</b>	10/5/2006
<b>Address</b>	Unit 30-01, Level 30, Menara Landmark, No. 12, Jalan Ngee Heng, 80000 Johor Bahru, Johor, Malaysia		
<b>Palm Oil Mill / Group Manager / Estate (Certification Unit)</b>	Melewar Palm Oil Mill (Melewar Production Unit)		
<b>Location / Address</b>	KM 45, Off Jalan Lahad Datu – Sandakan, 91100 Lahad Datu, Sabah, Malaysia		
<b>Website</b>	www.caotino.com		
<b>Management Representative</b>	Mr. Seow Chee Chiang	<b>E-mail</b>	seowcc@jcc.com.my
<b>Telephone</b>	+607 223 1633	<b>Facsimile</b>	+607 224 1546

2. Certification Information			
<b>Certificate Number</b>	RSPO 651276	<b>Certificate Start Date</b>	07/02/2019
<b>Date of First Certification</b>	07/02/2014	<b>Certificate Expiry Date</b>	06/02/2024
<b>Scope of Certification</b>	Production of Palm Oil and Palm Kernel		
<b>Visit Objectives</b>	<ul style="list-style-type: none"> <li>• Determination of the conformity of the client's management system, or parts of it, with audit criteria.</li> <li>• Evaluation of the ability of the management system to ensure the client organization meets applicable statutory, regulatory and contractual requirements.</li> </ul>		
<b>Assessment Cycle</b>	<input type="checkbox"/> Pre Assessment (Choose an item.) <input type="checkbox"/> Initial Assessment <input checked="" type="checkbox"/> Annual Surveillance Assessment (ASA 1_4) <input type="checkbox"/> Recertification Assessment (Choose an item.) <input type="checkbox"/> Scope Extension		
<b>Applicable Standards / Normative Reference</b>	RSPO Certification System for P&C and RSPO ISH 2020 <input type="checkbox"/> Choose an item. <input checked="" type="checkbox"/> Malaysia National Interpretation 2019 for RSPO P&C 2018 for the Production of Sustainable Palm Oil		
<b>Supply Chain Module</b>	<input type="checkbox"/> Identity Preserved; <input checked="" type="checkbox"/> Mass Balance	<b>Mill Capacity</b>	100 mt/hr
<b>ISH certification Phase</b>	<input type="checkbox"/> Eligibility <input type="checkbox"/> Milestone A <input type="checkbox"/> Milestone B <input checked="" type="checkbox"/> Not Applicable		
<b>Is this a remote audit or on-site audit</b>	<input checked="" type="checkbox"/> On-site audit (Option AI)	<input type="checkbox"/> On-site audit (Option AII)	<input type="checkbox"/> Remote audit (Option B)

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
50450565MSPO4	MS2530-4:2013 MSPO Part 4: General Principles for Palm Oil Mills	DQS Certification (M) Sdn Bhd	04/07/2025
50450559MSPO3	MS2530-3:2013 MSPO Part 3: General Principles for Oil Palm Plantations and Organized Smallholders		04/07/2025
50450565 MSPO SCCS	MSPO SCCS:2018		09/07/2025
EU-ISCC-Cert-DE119-60223406	ISCC	ASG CERT	02/05/2023

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base / Group Manager / Smallholders)	Location	GPS Coordinates	
		Latitude	Longitude
Melewar POM	KM 45, Off Jalan Lahad Datu – Sandakan, 91100 Lahad Datu, Sabah, Malaysia	5°16'21.50" N	118°03'12.40" E
Gerola Estate	CL 095310919, Mukim Sg. Koyah, Kinabatangan, Sabah, Malaysia	5° 12' 18.74" N	118° 2' 4.56" E
Tye Yang Estate	CL 095311407, Mukim Sg. Koyah, Kinabatangan, Sabah, Malaysia	5° 14' 33.03" N	117° 59' 58.59" E
Melewar Estate 1	CL 095310400, Mukim Sg. Koyah, Kinabatangan, Sabah, Malaysia	5° 15' 49.11" N	118° 3' 48.66" E
Pahang Oil Palm 2 Estate	CL 095317285, 17490, 17516, 17507, 21421, Kinabatangan, Sabah, Malaysia	5° 17' 37.88" N	118° 8' 21.87" E
Pahang Oil Palm 3 Estate	CL 095317285, 17534, 17525, 25983, Kinabatangan, Sabah, Malaysia	5° 22' 27.72" N	118° 8' 18.62" E
Pelita Estate	CL 115397496, Mukim Ulu Tungku, Lahad Datu, Sabah	5° 08' 47.56" N	118° 56' 00.41" E
Muis Melewar Plantation 1	CL 105426784, Tawau, Sabah	4° 27' 33.26" N	117° 50' 54.19" E
Muis Melewar Plantation 2	CL 245360523, Mukim Sungai Binuang, Ulu Tingkayu, Kunak, Sabah	4° 39' 51.43" N	117° 54' 07.83" E

5. Description of Supply Base	
<b>New Planting Development</b>	<input checked="" type="checkbox"/> No (no change in total planted area) <input type="checkbox"/> Yes (please refer to Principle 7 for details)

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Estate / Smallholders	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Gerola Estate	1,403.37	-	184.03	1,587.40	88.40
Tye Yang Estate	3,352.62	-	407.28	3,759.90	89.16
Melewar Estate 1	1,978.42	-	344.76	2,323.18	85.15
Pahang Oil Palm 2 Estate	2,393.50	-	278.30	2,671.80	89.58
Pahang Oil Palm 3 Estate	2,391.11	-	228.19	2,619.30	91.28
Pelita Estate	1,580.65	-	114.05	1,694.70	93.27
Muis Melewar Plantation 1	2,056.01	88.68	209.80	2,320.00	88.62
Muis Melewar Plantation 2	1,481.00	-	312.00	1,793.00	82.59
<b>Total</b>	<b>16,636.68</b>	<b>88.68</b>	<b>2,078.41</b>	<b>18,769.28</b>	<b>88.72</b>

*\*HCV area revised to 54.19 ha based on LUCA. 34.48 ha categorized as non-HCV and fall under infrastructure and others*

6. Plantings & Cycle						
Estate / Smallholders	Age (Years) - ha				Mature	Immature
	0 - 3	4 - 14	15 - 25	>25		
Gerola Estate	187.05	870.33	-	345.99	1,216.32	187.05
Tye Yang Estate	595.69	2,079.55	47.27	630.11	2,756.93	595.69
Melewar Estate 1	237.21	1,427.13	139.88	174.20	1,741.21	237.21
Pahang Oil Palm 2 Estate	311.62	1,273.62	-	808.26	2,081.88	311.62
Pahang Oil Palm 3 Estate	500.46	445.33	-	1,445.32	1,890.65	500.46
Pelita Estate	-	-	1,580.65	-	1,580.65	-
Muis Melewar Plantation 1	6	584.30	1,435.81	29.90	2,050.01	6
Muis Melewar Plantation 2	3	-	1,478	-	1,478	3
<b>Total (ha)</b>	<b>1,841.03</b>	<b>6,680.26</b>	<b>4,681.61</b>	<b>3,433.78</b>	<b>14,795.65</b>	<b>1,841.03</b>

7. Summary of Certified Tonnage of FFB (Own Certified Scope)				
Estate / Smallholders	Tonnage (MT) / year			
	Estimated last year (Feb 2022 - Jan 2023)	Actual (Dec 21 - Nov 22)		Forecast (Feb 2023 - Jan 2024)
		Previous license period (Dec 21 - Jan 22)	Current license period (Feb 22 - Nov 22)	
Gerola Estate	27,314.25	5,456.36	17,796.88	17,790.00
Tye Yang Estate	48,891.00	10,216.09	38,537.03	56,049.24

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Melewar Estate 1	39,441.00	6,995.86	24,838.43	40,950.80
Pahang Oil Palm 2 Estate	35,984.00	4,166.32	3,537.67	23,737.04
Pahang Oil Palm 3 Estate	34,716.00	3,593.07	16,431.41	25,740.00
Pelita Estate	4,088.30	0	1,261.24	26,840
Muis Melewar Plantation 1	3,106.70	0	10.94	25,600
Muis Melewar Plantation 2	3,410.00	0	15.80	28,039
<b>Total</b>	<b>196,951.25</b>		<b>132,857.10</b>	<b>244,746.08</b>

<b>8. Summary of Certified Tonnage of FFB (from other certified unit(s))</b>				
Estate / Smallholders	Tonnage (MT) / year			
	Estimated last year (Feb 2022 - Jan 2023)	Actual (Dec 21 – Nov 22)		Forecast (Feb 2023 - Jan 2024)
		Previous license period (Dec 21 – Jan 22)	Current license period (Feb 22 – Nov 22)	
Asia Oil Palm Estate 2		0	385.54	
Hwa Li estate 3		0	298.25	
Melewar Estate 2		0	252.62	
<b>Total</b>			<b>936.41</b>	

<b>9. Summary of Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)</b>				
Out growers / smallholders	Tonnage (MT) / year			
	Estimated last year (Feb 2022 - Jan 2023)	Actual (Dec 21 – Nov 22)		Forecast (Feb 2023 - Jan 2024)
		Previous license period (Dec 21 – Jan 22)	Current license period (Feb 22 – Nov 22)	
3 <sup>rd</sup> party FFB suppliers		3,982.50	61,884.33	
<b>Total</b>			<b>65,867.33</b>	

<b>9A. Monthly Records of Certified and Uncertified FFB Received since the last audit</b>				
No.	Month - Year	Volume of FFB from certified supply base (mt)	Volume of FFB from uncertified supply base (mt)	Total FFB/Month (mt)
1	Dec 21	11,031.03	1,131.99	12,163.02
2	Jan 22	11,389.05	1,086.22	12,475.27
3	Feb 22	8,007.62	1,764.29	9,771.91
4	Mar 22	9,080.41	5,743.94	14,824.35

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5	Apr 22	9,489.85	6,249.61	15,739.46
6	May 22	9,688.46	6,576.12	16,264.58
7	June 22	8,600.45	6,802.68	15,403.13
8	July 22	8,926.18	6,021.17	14,947.35
9	Aug 22	12,487.16	7,371.05	19,858.21
10	Sept 22	13,359.38	7,509.51	20,868.89
11	Oct 22	15,188.33	7,838.32	23,026.65
12	Nov 22	16,545.59	7,772.43	24,318.02
<b>TOTAL</b>		<b>133,793.51</b>	<b>65,867.33</b>	<b>199,660.84</b>

<b>10. Summary of Certified Tonnage (MT) (not applicable for ISS)</b>			
<b>Estimated last year (Feb 2022 - Jan 2023)</b>	<b>Actual (Dec 21 – Nov 22)</b>		<b>Forecast (Feb 2023 - Jan 2024)</b>
	Previous license period (Dec 21 – Jan 22)	Current license period (Feb 22 – Nov 22)	
<b>FFB</b>	<b>FFB</b>		<b>FFB</b>
196,951.25 mt	30,427.70 mt	103,365.81 mt	244,764.08 mt
	<b>TOTAL</b>	133,793.51 mt	
<b>CPO (OER: 20.36%)</b>	<b>CPO (OER: 20.74%)</b>		<b>CPO (OER: 21.75%)</b>
40,099.27 mt	4,833.639 mt	22,909.273 mt	53,236.19 mt
	<b>TOTAL</b>	27,742.91 mt	
<b>PK (KER: 4.91%)</b>	<b>PK (KER: 4.14%)</b>		<b>PK (KER: 4.99%)</b>
9,670.31 mt	948.90 mt	4,590.88 mt	12,213.73 mt
	<b>TOTAL</b>	5,539.78 mt	

<b>10A. Monthly Records of Certified CPO &amp; PK since the last audit</b>			
<b>No.</b>	<b>Month - Year</b>	<b>Certified CPO (MT)</b>	<b>Certified PK (MT)</b>
1	Dec 21	2,413.32	448.11
2	Jan 22	2,420.31	500.78
3	Feb 22	1,640.28	342.70
4	Mar 22	1,583.77	426.68
5	Apr 22	1,999.98	447.10
6	May 22	1,962.92	435.73
7	June 22	1,772.30	317.97

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8	July 22	1,863.64	354.43
9	Aug 22	2,570.64	426.65
10	Sept 22	2,816.66	552.13
11	Oct 22	3,365.17	606.87
12	Nov 22	3,333.86	680.57
<b>TOTAL</b>		<b>27,742.91</b>	<b>5,539.794</b>

<b>11. Summary of Actual Volume sold</b>					
<b>Current License period (Feb 22 – Nov 22)</b>					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
<b>CPO (MT)</b>	14,691.61	0	0	7,367.08	22,058.69
<b>PK (MT)</b>	4,590.08	-	-	-	4,590.08
<b>Credits</b>					
<b>Previous License period (Dec 21 – Jan 22)</b>					
<b>CPO (MT)</b>	3,534.24	-	-	1,048.57	4,583.81
<b>PK (MT)</b>	880.69	-	-	54.91	935.60
<b>Credits</b>					

<b>11A. Records of Certified CPO &amp; PK Sold under PalmTrace since the last audit (if any)</b>				
No.	Buyers Name	PalmTrace Trading License Number	Certified CPO Sold (MT)	Certified PK Sold (MT)
1.	ABC	TR-b2217609-a144	969.79	-
2.	ABC	TR-df18b904-f2db	681.74	-
3.	ABC	TR-dacc8deb-d1d8	1,230.21	-
4.	ABC	TR-aa42cae8-522e	643.46	-
5.	ABC	TR-22f3afa0-e34e	1,206.54	-
6.	ABC	TR-6cf596bd-b31a	537.48	-
7.	ABC	TR-bc7e996a-3105	1,162.52	-
8.	ABC	TR-cfd8e0fa-a1df	13.04	-
9.	ABC	TR-65002999-b93b	1,636.96	-
10.	ABC	TR-57472b56-c274	22.41	-
11.	ABC	TR-a68f9ced-fdac	1,377.59	-

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12.	ABC	TR-075941e8-b9f2	948.57	-
13.	ABC	TR-427751d7-7874	19.03	-
14.	ABC	TR-63ffb0d1-c06f	1,080.97	-
15.	ABC	TR-599b5c36-2ac9	1.37	-
16.	ABC	TR-c60dc3cf-b51a	648.63	-
17.	ABC	TR-23839ece-cc98	15.38	-
18.	ABC	TR-d1602d1a-1884	2,674.01	-
19.	ABC	TR-2fec9e1e-b096	1,568.26	-
20.	ABC	TR-116638b7-1999	1,784.62	-
21.	ABC	TR-3406d61d-c324	3.27	-
22.	XYZ	TR-620a4962-1328	-	139.63
23.	XYZ	TR-147f95ff-91b7	-	506.12
24.	XYZ	TR-db353cf4-67cd	-	260.37
25.	XYZ	TR-bdd0209a-4a0b	-	280.59
26.	XYZ	TR-eeda8b86-cba1	-	169.41
27.	XYZ	TR-77489610-bb53	-	151.61
28.	XYZ	TR-4c7c0ce9-cd43	-	48.39
29.	XYZ	TR-49ca1084-6b43	-	355.77
30.	XYZ	TR-31db3775-74ae	-	244.23
31.	XYZ	TR-4e8bcfde-48ba	-	163.27
32.	XYZ	TR-5aefc71a-8046	-	186.73
33.	XYZ	TR-ba1d81fd-3c71	-	223.29
34.	XYZ	TR-f62d6324-c5a2	-	469.69
35.	XYZ	TR-97caec71-a246	-	7.02
36.	XYZ	TR-b373b0c1-c533	-	300
37.	XYZ	TR-20d415ed-bb42	-	137.6
38.	XYZ	TR-b36de9c2-031c	-	328.73
39.	XYZ	TR-a7b6e179-a8ad	-	231.43
40.	XYZ	TR-1533bff3-2770	-	268.57
41.	XYZ	TR-a7a6b8d6-f4f6	-	62.4
42.	XYZ	TR-bdd0209a-4a0b	-	280.59
43.	XYZ	TR-eeda8b86-cba1	-	169.41
44.	XYZ	TR-77489610-bb53	-	151.61
45.	XYZ	TR-b4831add-09b0	-	353.65

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46.	XYZ	TR-409cab27-ae22	-	143.88
47.	XYZ	TR-0dce87cb-dc06	-	221.27
48.	XYZ	TR-6ea3bbfe-aa02	-	217.12
<b>TOTAL</b>			<b>18,225.85</b>	<b>5,470.77</b>

11B. Records of certified CPO & PK Sold under other schemes since the last audit (Dec 21 – Nov 22)				
No.	Buyers Name	Scheme Name	Certified CPO Sold (MT)	Certified PK Sold (MT)
1				
<b>TOTAL</b>				

11C. Records of CPO & PK Sold as conventional since the last audit (if any)				
No.	Buyers Name	CPO Sold (MT)	PK Sold (MT)	
1	XYZ	8,415.65	54.91	
<b>TOTAL</b>		8,415.65	54.91	

11D. Records of Certified CPO Sold under RSPO Credits since the last audit (Dec 21 – Nov 22)			
No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold
<b>TOTAL</b>			

12. Independent Smallholders Certified Tonnage (MT) / Volume – Not applicable									
Phase	Estimated last year (key in period)			Actual (key in period)			Forecast (key in period)		
	Eligibility	MS A	MS B	Eligibility	MS A	MS B	Eligibility	MS A	MS B
	40%	70%	100%	40%	70%	100%	40%	70%	100%
FFB									
IS-CSPO									
IS-CSPKO									
IS-CSPKE									
CSPK									

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12A. Monthly Records of Certified CPO, PK & PKE (equivalent) produced since the last audit – Not applicable						
No.	Month - Year	FFB (MT)	Certified CPO (MT)	Certified PK (MT)	Certified PKO (MT)	Certified PKE (MT)
1						
<b>TOTAL</b>						

13. Independent Smallholders Actual Sold Tonnage / Volume – Not applicable							
	FFB	FFB Conventional	FFB Other schemes	IS-CSPPO	CSPK	IS-CSPKO	IS-CSPKE
<b>Current License period (key in period)</b>							
Credits							
Physical							
<b>Previous License period (key in period)</b>							
Credits							
Physical							

13A. Records of Certified FFB, CPO, PK & PKE (including credits) sold since the last audit							
No.	Buyers Name	PalmTrace Trading License Number	FFB Sold (MT)	Certified CPO Sold (MT/credit)	Certified PK Sold (MT/credit)	Certified PKO Sold (MT/credit)	Certified PKE Sold (MT/credit)
						-	-
<b>TOTAL</b>						-	-

## Section 2: Assessment Process

### Certification Body:

BSI Services Malaysia Sdn. Bhd. (ASI Accreditation Number: ASI-ACC-067)  
Suite 29.01 Level 29, The Gardens North Tower,  
Mid Valley City, Lingkaran Syed Putra,  
59200 Kuala Lumpur, Malaysia.  
Tel +60 (3) 9212 9638 Fax +60 (3) 9212 9639  
Representative: Dr. Chaiyaporn Seekao ([Chaiyaporn.Seekao@bsigroup.com](mailto:Chaiyaporn.Seekao@bsigroup.com))  
Website: [www.bsigroup.com](http://www.bsigroup.com)

BSI is a leading global provider of management systems assessment and certification, with more than 92,000 certified locations and clients in over 193 countries. BSI is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia.

### 2.1 Assessment Methodology, Programme, Site Visits

The on-site assessment was conducted on 05/12/2022-09/12/2022 The audit programme is included as Section 2.3.

The approach to the audit was to treat the mill and supply base as an RSPO Certification Unit. A range of occupational health and safety, environmental, best practice management, and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas, local communities engagement and workers welfare and safety.

The Critical NC close out on-site assessment was conducted on 22/02/2023. The audit programs are included in Section 2.3.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. Malaysia National Interpretation 2019 of the RSPO P&C 2018 was used as the normative reference to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula  $N = (\sqrt{y}) \times (z)$  where y is the number of estates and where z is the multiplier defined by risk assessment. While, the sampling of smallholders were based on the formula  $(\sqrt{y}) \times (z)$ ; where y is total number of group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix E.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.4.

The non-conformities for this audit are detailed in Section 3.3 and unless it is stated in this section, all previous nonconformities including minor nonconformities are remains closed.

This report is structured to provide a summary of assessment finding as provided in Appendix A. The assessment was conducted based on risk based approach sampling and therefore nonconformities may exist.

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For Initial, Re-certification and Extension of Scope assessment, the report was externally reviewed by approved external peer reviewer prior to certification decision by BSI.

For Annual surveillance assessment, the report was internally reviewed and approved by BSI qualified certification reviewer.

**The following table would be used to identify the locations to be audited each year in the 5 year cycle**

<b>Assessment Program</b>					
<b>Name (Mill / Supply Base)</b>	<b>Year 1 (Recertification)</b>	<b>Year 2 (ASA1_1)</b>	<b>Year 3 (ASA1_2)</b>	<b>Year 4 (ASA1_3)</b>	<b>Year 5 (ASA1_4)</b>
Melewar Palm Oil Mill	x	x	x	x	x
Gerola Estate	x		x		
Tye Yang Estate	x			x	
Melewar Estate 1		x		x	
Pahang Oil Palm Estate 2		x			
Pahang Oil Palm Estate 3			x		
Muis Melewar Plantation 1				x	x
Muis Melewar Plantation 2				x	x
Pelita Estate				x	x

**Tentative Date of Next Visit: December 5, 2023 - December 9, 2023**

**Total Number of Mandays: 15**

**2.2 BSI Assessment Team**

<b>Name</b>	<b>Role</b>	<b>Competency</b>
Mohamed Zainal (MHZ) Hidhir Abidin	Team Leader	<p><b>Education:</b> Bachelor Degree in Chemical Engineering, National University of Malaysia</p> <p><b>Work Experience:</b> 1) 7 years working experience in palm oil industry specifically on palm oil milling for 5 years 2) Auditor for several standards including ISO 9001, ISO 140001, OHSAS 18001, MSPO and RSPO since 2012</p> <p><b>Training attended:</b> 1) ISO 9001 Lead Auditor Course 2) ISO 14001 Lead Auditor Course 3) OHSAS 18001 Lead Auditor Course in 2012 4) Endorsed RSPO P&amp;C Lead Auditor Course in 2013 5) MSPO Awareness Training in 2014 6) Endorsed RSPO SCCS Lead Auditor Course 7) SMETA Auditor training</p>

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		<p><b>Language proficiency:</b> Fluent in in both verbal/written Bahasa Malaysia and English.</p> <p><b>Aspect covered in this audit:</b> Policy and commitment, Social requirements, contract agreement, human rights, workers’ welfare, smallholder welfare, Stakeholder Consultation, Legal Requirements, land &amp; Legal issues.</p>
<p>Muhammad Fadzli Masran (MFM)</p>	<p>Team Member</p>	<p><b>Education:</b> Holds a Bachelor Degree in Forestry Science, graduated from University Putra Malaysia.</p> <p><b>Work Experience:</b> He started his career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day to day plantation operations. In his career at Kulim Plantation, Fadzli had accumulated more than 10 years of sustainability implementation experience including workers’ welfare, workers’ occupational, health &amp; safety, environment conservation and protection at buffer areas and continuous improvement management plans. Fadzli had accumulated auditing experience when he was the internal auditor for ISO 9001 and ISO 14001 at Kulim Plantations.</p> <p><b>Training attended:</b> He has completed ISO IMS 9001, 14001, 45001 (OHS 18001) Lead Auditor Course in April 2018, endorsed RSPO Lead Auditor Course in July 2018, MSPO Lead Auditor Course in October 2018, endorsed RSPO Supply Chain Certification training course in January 2019, MSPO Supply Chain Certification System (SCCS) Auditor training Course (MPOCC Endorsed), CQI and IRCA Certified ISO 9001:2015 Lead Auditor Training Course in April 2019, HCV and GIS Training in November 2019 and SMETA Requirements Training in April 2021.</p> <p><b>Language proficiency:</b> Fluent in in both verbal/written Bahasa Malaysia and English.</p> <p><b>Aspect covered in this audit:</b> Economic management plan, mill best practices, estate best practices, natural and biodiversity conservation, Waste management, GHG, HCV, and RSPO supply chain requirements.</p>
<p>Muhamad Naquiuddin Mazeli (MNM)</p>	<p>Team Member</p>	<p><b>Education:</b> He holds Bachelor of Science Horticulture at University Putra Malaysia.</p> <p><b>Work Experience:</b> He has 11 years of working experience in oil palm plantation industry as sustainability team. Joining the sustainability team, he managed, implement and monitors the RSPO, ISCC, MSPO and ISO 9001 and ISO 18001</p>

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		<p>certification requirements for the estates, mills, refineries and Smallholder scheme.</p> <p><b>Training attended:</b> He was trained in RSPO, MSPO and other certifications where applicable to the operations during previous company. He is a trained Safety and Health Officer and completed Food Safety System (FSSC and ISO 22000) for Mill and refineries, ISO 9001, ISO 45001 and HCV training with Proforest.</p> <p><b>Language proficiency:</b> He is fluent in Bahasa Malaysia and English languages.</p> <p><b>Aspect covered in this audit:</b> Occupation Health Safety requirement, HIRARC, Environment responsibility, training, environment impact assessment and management plan and RSPO supply chain requirements.</p>
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**Accompanying Persons:**

Name	Role
N/A	N/A

**2.3 Assessment Plan**

The Assessment plan was sent to the client prior to the assessment

Date	Time	Subjects	MHZ	MFM	MNM
Sunday 4/12/2022	PM	Audit team travel to Kota Kinabalu via MH2606. Check in at The Klagan Hotel, Kota Kinabalu.	√	√	√
Monday 5/12/2022  <b>Pahang Oil Palm Estate 2</b>	07.05 – 08.00	Audit Team travelling to Lahad Datu via MH3012, ETA 0800  Opening Meeting: <ul style="list-style-type: none"> <li>• Opening Presentation by Audit team leader.</li> <li>• Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation).</li> <li>• Verification on previous audit findings</li> </ul>	√	√	√
	09.00 – 09.30				
	09.30 – 12.30	<b>Pahang Oil Palm Estate 2</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.	√	√	√

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	12.30 - 13.30	Lunch break	√	√	√
	13.30 - 16.30	<b>Pahang Oil Palm Estate 2</b> Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc)	√	√	√
	16.30 – 17.00	Interim Closing briefing (end of day 1)	√	√	√
Tuesday 6/12/2022  <b>Melewar POM</b>	07.30	Audit team travel to <b>Melewar POM</b>	√	√	√
	09.00 – 12.30	<b>Melewar POM</b> Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders etc.			
	10.00 – 12.30	RSPO Supply chain requirements for mill - Mass Balance Module - Internal Audit - Outsourcing activities - Purchasing and Goods In - Sales and Goods Out - Outsourcing Activities - Record keeping - Extraction Rate - Processing - Registration of transaction - Claims	-	√	√
	10.30 – 12.30	<b>Meeting with stakeholders</b> (Government, village rep, smallholders, Union Leader, contractor etc.)	√	-	-
	12.30 - 13.30	Lunch break	√	√	√
	13.30 - 16.30	<b>Melewar POM</b> Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc)	√	√	√
	16.30 – 17.00	Interim Closing briefing (end of day 2)	√	√	√

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Wednesday 7/12/2022  <b>Pelita Estate</b>	0730	Audit team travel to <b>Pelita Estate</b>	√	√	√
	8.30 – 12.00	<b>Pelita Estate</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.			
	10.30 – 12.30	<b>Meeting with stakeholders</b> (Government, village rep, smallholders, Union Leader, contractor etc.)	√	-	-
	12.30 - 13.30	Lunch break	√	√	√
	13.30 - 16.30	<b>Pelita Estate</b> Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc)	√	√	√
	16.30 – 17.00	Interim Closing briefing (end of day 3)	√	√	√
Thursday 8/12/2022  <b>Muis Melewar Plantation 2</b>	07.30	Audit team travel to <b>Muis Melewar Plantation 2</b>	√	√	√
	08.30 – 13.00	<b>Muis Melewar Plantation 2</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.			
	10.30 – 13.00	<b>Meeting with stakeholders</b> (Government, village rep, smallholders, Union Leader, contractor etc.)	√	-	-
	13.00 - 14.00	Lunch	√	√	√
	14.00 – 16.30	<b>Muis Melewar Plantation 2</b> Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc)	√	√	√
	16.30-17.00	Interim Closing briefing (end of day 4)	√	√	√

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Friday 9/12/2022  <b>Muis Melewar Plantation 1</b>	0730	Audit team travel to <b>Muis Melewar Plantation 1</b>	√	√	√
	0830 - 1230	<b>Muis Melewar Plantation 1</b> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.			
	10.00 – 12.30	<b>Meeting with stakeholders</b> (Government, village rep, smallholders, Union Leader, contractor etc.)	√	-	-
	13.00 - 14.00	Lunch break	√	√	√
	14.00 - 16.00	<b>Muis Melewar Plantation 1</b> Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc)	√	√	√
	16.00 – 16.30	Audit team discussion	√	√	√
	16.30 - 17.00	Closing meeting and presentation of finding	√	√	√
	1700	End of audit	√	√	√
Saturday 10/12/2022	AM	Audit team travel back to Kuala Lumpur via AK5747, ETD 1250	√	√	√

Time	Subjects	Mohd Hidhir
Wednesday 22/02/2023 0730  0830 – 0845	Auditor travel to Melewar Palm Oil Mill from My Inn Hotel, Lahad Datu Opening Meeting <ul style="list-style-type: none"> <li>Opening Presentation by Audit team leader.</li> <li>Briefing on the verification plan</li> </ul>	√
0845 – 1230	Major NC verification <ul style="list-style-type: none"> <li>2286620-202212-M1 – Document review and management/worker’s interview</li> <li>2286620-202212-M2 – Document review and management/worker’s interview</li> </ul>	√
1130 - 1230	Closing meeting - conclusion and recommendation	√
1230	Auditor travel to Tawau. Check in at Borneo Royale Hotel.	√
Thursday 23/02/2023 AM	Auditor travel back to KL via AK5747 ETD 1250	√

### Section 3: Assessment Findings

#### 3.1 Multiple Management Units and Time Bound Plan

Requirement	Assessment	Compliance
Does the time bound plan include all current subsidiaries, estates and mills that is under the control and/or minor shareholding of the holding company?	The plan includes all current subsidiaries, estates and mills that is under management control.	Complied
Have all the estates and mills certified within five (5) years after obtaining RSPO membership? If no, has RSPO Secretariat approval obtained? Was the submission according to the template as announced by the RSPO Secretariat on 21/12/2021	The Group has achieved 100% RSPO certification for all existing Operating Units under the management of JC Chang Group at ended year of 2021 which the remaining Operation Units from Takon Production Unit namely Muis Melewar Plantation 1, Muis Melewar Plantation 2 and Pelita Estate had undergone audit on 6-10/12/2021 and recommended for certification under Melewar Production Unit. However, recently JC Chang Group have purchased properties from a RSPO certified company i.e TSH Resources Berhad namely Lahad Datu Palm Oil Mill, Ong Yah Ho Estate and Gomantong Estate. Takeover process was carried out on 23 <sup>rd</sup> February 2022 for Lahad Datu Palm Oil Mill and Ong Yah Ho Estate (currently known as Sharikat Keratong Sdn. Bhd., Hwa Li 2) whereas for Gomantong Estate (currently known as Gomantong Division as one of Hwa Li 2 division) was on 25 <sup>th</sup> April 2022. Disclosure form has been submitted to RSPO on 26 <sup>th</sup> September 2022 and these estates will go for RSPO certification after approval by RSPO.	Complied
Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three (3) years from the date of acquisition. Certification plan for the new acquisition shall be available. If no, has RSPO Secretariat approval obtained? Was the submission according to the template as announced by the RSPO Secretariat on 21/12/2021.	Yes. Recently JC Chang Group have purchased properties from a RSPO certified company i.e TSH Resources Berhad namely Lahad Datu Palm Oil Mill, Ong Yah Ho Estate and Gomantong Estate. Takeover process was carried out on 23 <sup>rd</sup> February 2022 for Lahad Datu Palm Oil Mill and Ong Yah Ho Estate (currently known as Sharikat Keratong Sdn. Bhd., Hwa Li 2) whereas for Gomantong Estate (currently known as Gomantong Division as one of Hwa Li 2 division) was on 25 <sup>th</sup> April 2022. Disclosure form has been submitted to RSPO on 26 <sup>th</sup> September 2022 and these estates will go for RSPO certification after approval by RSPO.	Complied

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Any deviations from the maximum periods requires approval by the RSPO Secretariat.	There have no any deviations from the maximum periods requires approval by the RSPO Secretariat.	Complied
Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?	Changes involved the newly acquired properties of Lahad Datu Palm Oil Mill, Hwa Li 2 Main Division and Gomantong Division. Based on certification progress, ACOP reporting is consistent with year 2021.	Complied
Have there been any isolated lapses in implementation of the plan? If yes a <b>Minor</b> non-compliance shall be raised	No isolated lapses in implementation of the plan.	Complied
Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a <b>Major</b> non-compliance shall be raised	No fundamental failure in implementation of the plan.	Complied
<b>Un-Certified Units or Holdings</b>		
No replacement of primary forest or any area required to maintain or enhance HCVs and HCS in accordance with RSPO P&C criterion 7.12.	As of to date there are no replacement of primary forest or any area required to maintain or enhance HCVs and HCS in accordance with RSPO P&C criterion 7.12.	Complied
Any new plantings since January 1 <sup>st</sup> 2010 shall comply with the RSPO New Plantings Procedure.	No new development since January 1 <sup>st</sup> 2010	Complied
Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 4.4, 4.5, 4.6, 4.7 and 4.8.	No land conflict as per interview with stakeholder and document verification. RaCP concept note have approved by RSPO and the Group have restructure Takon Production Unit to include the remaining Operation Units from Takon Production Unit namely Muis Melewar Plantation 1, Muis Melewar Plantation 2 and Pelita Estate to Melewar Production Unit.	Complied
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 4.2	No labour dispute reported.	Complied
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	No legal non-compliance reported and found during the onsite audit.	Complied
Did the company conduct internal audit for those uncertified estates against the uncertified management units requirement and covering the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12? If yes, a positive assurance statement shall be available and justified.	Yes. Internal audit conducted with findings highlighted for site further improvement. Internal audit report and management review are available at each respective estate and mill. As for the uncertified management unit, the latest audit was carried out on 13-15/6/2022. Positive	Complied

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	assurance can be seen as no negative recommendation made on the issue under clause 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12.	
Are there any Critical (Major) non-compliance raised against any of the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12 during the last internal audit of the uncertified estates? If yes is the NC(s) actively addressed with RSPO?	No. There is no any Critical (Major) non-compliance raised during the last internal audit.	Complied
Have there been any stakeholder (including NGO) consultation conducted?	Yes. Stakeholder Consultation has been conducted annually at each operating unit.	Complied

**3.2 Progress of scheme smallholders and/or outgrowers**

<b>Progress of scheme smallholders or outgrowers towards compliance with relevant standards</b>		
<b>Requirement</b>	<b>Remarks</b>	<b>Compliance</b>
Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?  OFI shall be raised if after one year where 100% of the scheme smallholders and scheme outgrowers are not in compliance, a minor NC after two years, and a major NC if this requirement is not met after three years.	Not applicable as no scheme smallholder or scheme out-growers is associated with the certification unit.	Not Applicable

**Approved Time Bound Plan**

Production Unit	Type of Certification Obtained	Type of Sustainability Assessment / Date Planned For Audit		
<b><u>Carotino Production Unit</u></b>  Carotino Palm Oil Mill Asia Oil Palm Estate 1 Pahang Oil Palm Estate 1 Maran Estate Hwa Li Estate 1 Carotino Estate	RSPO, ISCC, MSPO	RSPO	ISCC	MSPO
<b><u>Asia Production Unit</u></b>  Asia Palm Oil Mill Asia Oil Palm Estate 2 Melewar Estate 2 Hwa Li Estate 3	RSPO, ISCC, MSPO	RSPO	ISCC	MSPO
		RSPO	ISCC	MSPO

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<p><b><u>Melewar Production Unit</u></b></p> <p>Melewar Palm Oil Mill  Gerola Estate  Tye Yang Estate  Melewar Estate 1  Pahang Oil Palm Estate 2  Pahang Oil Palm Estate 3  Pelita Estate  Muis Melewar Plantation 1  Muis Melewar Plantation 2</p>	<p>RSPO, ISCC, MSPO</p>	<p>05-09/12/2022</p>	<p>27-30/03/2023</p>	<p>13-16/03/2023</p>
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The Group has achieved 100% RSPO certification for all existing Operating Units under the management of JC Chang Group at ended year of 2021 which the remaining Operation Units from Takon Production Unit namely Muis Melewar Plantation 1, Muis Melewar Plantation 2 and Pelita Estate had undergone audit on 6-10/12/2021 and recommended for certification under Melewar Production Unit. However, recently JC Chang Group have purchased properties from a RSPO certified company i.e TSH Resources Berhad namely Lahad Datu Palm Oil Mill, Ong Yah Ho Estate and Gomantong Estate. Takeover process was carried out on 23rd February 2022 for Lahad Datu Palm Oil Mill and Ong Yah Ho Estate (currently known as Sharikat Keratong Sdn. Bhd., Hwa Li 2) whereas for Gomantong Estate (currently known as Gomantong Division as one of Hwa Li 2 division) was on 25th April 2022. Disclosure form has been submitted to RSPO on 26th September 2022 and these estates will go for RSPO certification after approval by RSPO.

**3.3 Details of Nonconformities**

The nonconformities are listed below. The findings summary of the assessment by criteria are listed in Appendix A. During this Assessment there were (03) Critical; (01) Minor nonconformities and (01) Opportunity For Improvement raised. The Melewar Palm Oil Mill (Melewar Production Unit) Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Critical Nonconformity(ies) has been verified for its effectiveness and closed accordingly. The below is the summary of the non-conformity raised during this assessment.

Non-conformity			
<b>NCR Ref #</b>	2286620-202212-M1	<b>Issued Date</b>	09/12/2022
<b>Due Date</b>	08/03/2023	<b>Closure Date</b>	2/3/2023
<b>Indicator &amp; Category (Critical / Minor)</b>	6.2.3 (Major)		
<b>Statement of Nonconformity:</b>	Evidence of legal compliance to Labour Ordinance Sabah Cap. 67 was not effectively demonstrated		
<b>Requirement Reference:</b>	There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements.		
<b>Objective Evidence:</b>	<p>Melewar POM            Employee ID: G0446, designation: Fireman</p> <p>The said worker has been suspended from work in August 2022 (from 14 to 27/8/2022) and October 2022 (from 6 to 19/10/2022) due to continuously absent from work for more than two consecutive working days without prior leave from his employer. Inquiry process was carried out however there was no clear evidence of inquiry panel decision for the worker's misconduct and related punishment made to the said worker.</p> <p>Reference is made to Section 13 (2) of Sabah Labour Ordinance under termination of contract for special reasons;            (2) For the purposes of an inquiry under subsection (1), the employer may suspend the employee from work for a period not exceeding two weeks but shall pay him not less than half his wages for such period:            Provided that if the inquiry does not disclose any misconduct on the part of the employee, the employer shall forthwith restore to the employee the full amount of wages so withheld.</p>		
<b>Corrections:</b>	<ol style="list-style-type: none"> <li>1. Domestic inquiry is carried out properly by involving 3<sup>rd</sup> party to conduct the investigation.</li> <li>2. Evidence of inquiry is provided:               <ol style="list-style-type: none"> <li>i. Letter of reason by the said employee</li> <li>ii. Minutes of Inquiry hearing.</li> </ol> </li> <li>3. Evidence of decision made for further action by the management regarding the worker's misbehavior provided and briefed to the said worker.</li> </ol>		

<p><b>Root Cause Analysis:</b></p>	<p>Domestic inquiry was conducted but documented evidence on action taken was not properly observed due to management receiving an explanation letter from said worker on the same day that the case occurred after he received a warning letter from the management. Thus, verbal inquiry was carried out instead by the management but no documented evidence on decision made by management towards misconduct done by the queried worker thus leads to misconduct of inquiry procedure.</p>
<p><b>Corrective Actions:</b></p>	<p>For any workers misconduct occurrence in future, management will observe legal requirement for that particular before taking any action. Briefing to all level of workforces on the rules and regulations, highlighting on the need of informing his/her supervisor, and supervisor responsibility to inform the assistant manager in-charge prior to their absence to work, taking into account if there are any emergency cases where workers absent to work prior to informing his/her supervisor.</p> <p>In the event of recurrence of this case, proper investigation and inquiries will be performed accordingly. Investigation to be taken will be strictly following the requirements under Labour Ordinance and advice from Jabatan Tenaga Kerja. Briefing to all level of workforce on the procedure of domestic inquiry based on Labour Ordinance will be conducted for their knowledge. Evidence of action taken will be briefed to the involved parties and record of communication will be documented properly.</p>
<p><b>Assessment Conclusion:</b></p>	<p>Major NC Close Out Verification:</p> <ul style="list-style-type: none"> <li>i) Person in charge to monitor any of worker's misconduct is the mill assistant manager, Mr Tang Peng Rhu.</li> <li>ii) Appointment of Domestic Inquiry (DI) panel by General Manager to ensure independency of panel for the DI process. No involvement of mill management observed based on DI panel list which from internal auditor team and estate management team.</li> <li>iii) DI Invitation letter to the said worker send on 12/12/2022. The worker allowed to appoint one (1) person as witness/observer during prosecution process.</li> <li>iv) Minute of meeting for Domestic Inquiry (DI) on 13/12/2022 was sighted. Details of DI process recorded and reported. Sighted DI panel's decision and verdict which written clearly in the report. Half pay salary during suspension period will not be reimbursed based on DI verdict.</li> <li>v) Interview with DI panel has confirmed on the understanding of process and independency of panel when conducting DI.</li> </ul> <p>Based on submitted evidence, it was found that implementation of corrective action effective to close the previous Major NC on 2/3/2023. Continuous implementation taken will be further verified in the next assessment.</p>

<p><b>Non-conformity</b></p>			
<p><b>NCR Ref #</b></p>	<p>2286620-202212-M2</p>	<p><b>Issued Date</b></p>	<p>09/12/2022</p>
<p><b>Due Date</b></p>	<p>08/03/2023</p>	<p><b>Closure Date</b></p>	<p>2/3/2023</p>
<p><b>Indicator &amp; Category (Critical / Minor)</b></p>	<p>3.6.2 (Major)</p>		

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<b>Statement of Nonconformity:</b>	The effectiveness of H&S plan was inadequately monitored.
<b>Requirement Reference:</b>	The effectiveness of the H&S plan to address health and safety risks to people is monitored.
<b>Objective Evidence:</b>	<p>Industrial Code Of Practice for Safe Working in Confined Space 2010 (ICOP) under 11.2 health requirement stated that; The employer shall ensure that his authorized entrant intending to work in confined space are certified physically and mentally fit determined by an occupational health doctor (OHD).</p> <p>Based on Permit To Work (PTW) dated 21/7/22, no evidence of health declaration form and health certificate by OHD to show that all authorized entrant (AESP) assigned were physically fit prior to confined space entry programme.</p>
<b>Corrections:</b>	Latest authorized entrant (AESP) assigned intending to work in confined space will be sent to undergo physical and mental assessment by an OHD specifically for working in confined space. Management will get quotation from the OHD to carry out the health surveillance.
<b>Root Cause Analysis:</b>	Management was not fully aware of the ICOP for Safe Working in Confined Space 2010 requirements endorsed by DOSH especially on the specific requirement of No. 11 Health Requirements of Persons Working in Confined Space where mentioned requirements was not captured in any MPOM's confined space procedures thus, the requirement was not adhered
<b>Corrective Actions:</b>	Newly Authorized Entrant and Standby Person for Confined Space (AESP) will undergo medical examination for working in confined space, and certified by OHD prior to confined space entry program. This health requirement should be done once in every two years on the AESP personnel. This requirement will be added into the company's Confined Space Entry Procedure under the section of 'Responsibilities' for further reference and action. No personnel are allowed by the management to carry out work in confine space prior to undergo health examination by OHD and issued with health fitness certificate. As a part of implementation, confine space entry programme will be observed and followed accordingly. Management will review and update wherever necessary related to ICOP requirement in the entry program for confine space. All evidence of implementation will be performed accordingly.
<b>Assessment Conclusion:</b>	<p>Major NC Close Out Verification:</p> <p>i) Health examination was carried for 13 confined space personnel on 21/12/2022 to 17/1/2023 and carried out by OHD, HQ/16/DOC/00557. Based on report dated 31/1/2023, all 13 confined space personnel were found to be fit to work.</p> <p>ii) SOP for confined space entry programme has been updated and include related responsibilities and detailed out the process flow for the entry programme.</p> <p>iii) Since the last audit, there was no confined space entry programme carried out. A mock entry programme was presented which detailed out the person in charge involved, health declaration and issuance/cancellation of permit for entry programme.</p>

	Corrective action taken was found to be effective to close the major NC on 2/3/2023. Continuous implementation will be further verified in the next assessment.
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Non-conformity												
<b>NCR Ref #</b>	2286620-202212-M3	<b>Issued Date</b>	09/12/2022									
<b>Due Date</b>	08/03/2023	<b>Closure Date</b>	2/3/2023									
<b>Indicator &amp; Category (Critical / Minor)</b>	2.1.2 (Major)											
<b>Statement of Nonconformity:</b>	The implementation of the documented system for ensuring legal compliance was not effectively demonstrated.											
<b>Requirement Reference:</b>	A documented system for ensuring legal compliance is in place. This system has a means to track changes to the laws and regulations.											
<b>Objective Evidence:</b>	<p>Melewar POM has obtained the approval from the DOE for the upstream and downstream river water sampling points in line with Clause No. 19 of the DOE’s License compliance schedule. However, based on site verification using GPS device, the actual water samples were not taken from the approved sampling points as the following details:</p> <p>Sampling points Location of approved sampling points Location of actual samples taken</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Sampling Points</th> <th style="width: 50%;">Location of approved sampling points</th> <th style="width: 25%;">Location of actual samples taken</th> </tr> </thead> <tbody> <tr> <td><b>Upstream</b></td> <td>5°16’22.4292”N, 118°02’34.9116”E</td> <td>5°15’47.31”N, 118°03’19.64”E</td> </tr> <tr> <td><b>Downstream</b></td> <td>5°17’35.6892”N, 118°04’52.734”E</td> <td>5°16’40.87”N, 118°03’40.19”E</td> </tr> </tbody> </table>			Sampling Points	Location of approved sampling points	Location of actual samples taken	<b>Upstream</b>	5°16’22.4292”N, 118°02’34.9116”E	5°15’47.31”N, 118°03’19.64”E	<b>Downstream</b>	5°17’35.6892”N, 118°04’52.734”E	5°16’40.87”N, 118°03’40.19”E
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<b>Downstream</b>	5°17’35.6892”N, 118°04’52.734”E	5°16’40.87”N, 118°03’40.19”E										
<b>Corrections:</b>	<p>Mill management will follow the original sampling points which approved earlier by Department of Environmental (DOE) for taking river water sample. Immediate action to relocate the sampling points and will take river water sample at these points during next sampling process.</p> <p>Application on the sampling point location approval has been sent to the Department of Environment (DOE) Kota Kinabalu, Sabah for acknowledgement and verification, and a copy was sent to Sandakan branch.</p>											
<b>Root Cause Analysis:</b>	<p>Appropriate sampling points for river water analysis was not taken correctly due to monitoring and confirmation of the task is not performed by staff in charge. Further to that, supervision and monitoring by assistant in charge to the staff in charge was not performed accordingly.</p> <p>Previous minor NC could not be closed due to the assumption of verbal explanation on the cause of previous NC is acceptable since the NC was only due to person in charge showing incorrect sampling points during previous audit.</p>											

	Miscommunication led to auditor believing those points were approved by DOE and did not tally with actual sampling points. Mill personnel assumed showing wrong sampling point on the map led to NC.
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>1. Assistant in charge will supervise and monitor the process of taking river water sampling to ensure the sample are taken from approved sampling point.</li> <li>2. Mill management to re-examine the exact water sampling location as per approved sampling points by checking the GPS of the sampling points and map respectively. Assistant Manager should confirm the mentioned location to prevent any deviation from the original coordinate location.</li> <li>3. Upon successfully in sampling point relocation, these points will be demarcated with appropriate signage.</li> <li>4. Training to be given to the person responsible in taking river water sample prior conducting sampling method.</li> <li>5. Any issue arises from the sampling result, mill should take appropriate action to rectify it immediately. All records of implementation should be kept accordingly.</li> </ol>
<b>Assessment Conclusion:</b>	<p>Major Close Out Verification:  Evidence of DOE's acknowledgement and approval dated 26/1/23 was verified. Refer to letter ref: JAS. SHQ.600-3/1/032(16). The agreed sampling points for upstream (5°15'47.04" N, 118°03'19.4502"E) and downstream (5°16'40.6344" N, 118°03'40.179"E). Related training and briefing was given to person in charge on the sampling process and location of agreed location. Related records of meeting dated 10/12/22 and training dated 11/12/22 was made available for verification.</p> <p>Corrective action taken was found to be effective to close the major NC on 2/3/2023. Continuous implementation will be further verified in the next assessment.</p>

<b>Non-conformity</b>			
<b>NCR Ref #</b>	2286620-202212-N1	<b>Issued Date</b>	09/12/2022
<b>Due Date</b>	08/01/2024	<b>Closure Date</b>	Open
<b>Indicator &amp; Category (Critical / Minor)</b>	2.2.2 (Minor)		
<b>Statement of Nonconformity:</b>	Evidence of legal due diligence of contracted third party was not effectively demonstrated.		
<b>Requirement Reference:</b>	Evidence of legal due diligence of all contracted third parties, recruitment agencies (licensed/ accredited) for migrant workers, service providers and labour contractors, is available.		
<b>Objective Evidence:</b>	<p>POP2 estate</p> <p>Evidence of due diligence is demonstrated via declaration between contactor based on Sustainability contract, E023-01/2019 with reference to Procedure of Due Diligence and Improvement, E/019- 01/2019 dated 12/8/2019. Verification records for due diligence process was sighted however VISA/PLKS/permit for 2 foreign workers under AG Enterprise was not made available for verification.</p>		

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<b>Corrections:</b>	Management will communicate with contractor to get necessary document as evidence of compliance towards legal requirements as stated and agreed in the signed due diligence form.
<b>Root Cause Analysis:</b>	Management is failed to provide the required documentations for auditor verification as the document is not available onsite. This due to slow response from the contractor in providing the required documents during the audit. Thus, unavailability document for verification leads to non-conformity.
<b>Corrective Actions:</b>	<p>Person in charge on the documentation preparation and update will be monitored and supervised by assistant manager to ensure all related document which subject to be audited is readily available for record, audit verification and whenever required.</p> <p>Supporting document which require to be requested from other parties will be perform accordingly. In case of delay of respond from the requested party, person in charge should perform follow up on that matter and evidence of follow up should be documented as tracking record. Evidence of action taken and implementation will be documented properly.</p>
<b>Assessment Conclusion:</b>	The corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next audit.

<b>Opportunity for Improvements</b>	
<b>OFI #</b>	<b>Description</b>
<b>OFI 1</b>	<p><u>Indicator 6.2.6</u> <u>2286620-202212-I1</u></p> <p>The management is still in the midst of finalizing the prevailing wages calculation and incorporate the new Minimum Wages Order 2022 which effective from 1st May 2022. The current basis of calculation is referred to the previous Minimum Wages Order 2020. This will be further verified in the next assessment.</p>

<b>Positive Findings</b>	
<b>PF #</b>	<b>Description</b>
<b>PF 1</b>	Good cooperation given by ICT and site management team
<b>PF 2</b>	Good estate and mill management practices effectively demonstrated

**3.3.1 Status of Nonconformities Previously Identified and Observations**

<b>Non-conformity</b>			
<b>NCR Ref #</b>	2070820-202106-N1	<b>Issued Date</b>	18/06/2021
<b>Due Date</b>	09/12/2022	<b>Closure Date</b>	09/12/2022
<b>Indicator &amp; Category (Critical / Minor)</b>	7.8.1 (Minor)		
<b>Statement of Nonconformity:</b>	The implementation of water management plan was inadequately demonstrated.		

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<b>Requirement Reference:</b>	A water management plan is in place and implemented to promote more efficient use and continued availability of water sources and to avoid negative impacts on other users in the catchment. The plan addresses the following: 7.8.1a The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities. 7.8.1b Workers have adequate access to clean water.
<b>Objective Evidence:</b>	The drinking water quality analysis at Pelita Estate was not carried out as per its water management plan i.e. once a year. The last analysis was done on 24/10/2019.
<b>Corrections:</b>	4 samples for 2 Water Treatment Plants were submitted to DyNakey Laboratory Sandakan on 18/6/2021. DyNakey Laboratory have received all samples as of 21/6/2021. All submission evidence to be kept properly.
<b>Root Cause Analysis:</b>	Monitoring on the implementation of the management plan i.e. water management plan was not carried out effectively.
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>1. Person in charge to reread and understand the sustainability and legislative requirement related to drinking water quality analysis.</li> <li>2. Management to review again the water management plan and to commit on the requirement specifically for drinking water analysis. Manager or Assistant Manager should monitor the implementation of the plan at least once a month rather than only to update the current status of the plan during the review of the plan which is due on January 2023.</li> <li>3. Once the analysis result received, the management should go through the result and plan for mitigation measure should there is any issue regarding on the analysis result.</li> <li>4. All record of analysis and implementation should be kept accordingly and always made available.</li> </ol>
<b>Assessment Conclusion:</b>	ASA 1_4 verification: The estate conducted drinking water analysis once a year. Latest sampling was conducted on 08/06/2022. Refer report no. W220614/01. The results conform to National Standards for Drinking Water Quality, 2nd Version, January 2004 The estate has identified water sampling point for natural water stream flow through the estate conducted river water sampling once a year. Latest sampling was conducted on 04/10/2022. Refer report no. R22/10/72 dated 12/10/2022 The management has go through the water sampling results for both domestic/drinking and river water. The manager has made comment on the sampling results. Reviewed the management comment for water sampling results report no. W220614/01 and R22/10/72. The CAP submitted were effectively implemented. Thus, the minor non-conformity is closed.
<b>Effectiveness Closure (for previous audit closed Critical NC):</b>	The estate conducted drinking water analysis once a year. Latest sampling was conducted on 08/06/2022. Refer report no. W220614/01. The results conform to National Standards for Drinking Water Quality, 2nd Version, January 2004 The estate has identified water sampling point for natural water stream flow through the estate conducted river water sampling once a year. Latest sampling was conducted on 04/10/2022. Refer report no. R22/10/72 dated 12/10/2022 The management has go through the water sampling results for both domestic/drinking and river water. The manager has made comment on the sampling results. Reviewed the management comment for water sampling results report no. W220614/01 and R22/10/72. The CAP submitted were effectively implemented. Thus, the minor non-conformity is closed on 9/12/2022.

Non-conformity												
<b>NCR Ref #</b>	2143316-202112-N1	<b>Issued Date</b>	10/12/2021									
<b>Due Date</b>	09/12/2022	<b>Closure Date</b>	09/12/2022									
<b>Indicator &amp; Category (Critical / Minor)</b>	2.1.2 (Minor)											
<b>Statement of Nonconformity:</b>	The implementation of the documented system for ensuring legal compliance was not effectively demonstrated.											
<b>Requirement Reference:</b>	A documented system for ensuring legal compliance is in place. This system has a means to track changes to the laws and regulations.											
<b>Objective Evidence:</b>	<p>Melewar POM has obtained the approval from the DOE for the upstream and downstream river water sampling points in line with Clause No. 19 of the DOE’s License compliance schedule. However, based on site verification using GPS device, the actual water samples were not taken from the approved sampling points as the following details:</p> <table border="1"> <thead> <tr> <th>Sampling points</th> <th>Location of approved sampling points</th> <th>Location of actual samples taken</th> </tr> </thead> <tbody> <tr> <td>Upstream</td> <td>5°16’22.4292”N, 118°02’34.9116”E</td> <td>5°15’47.31”N, 118°03’19.64”E</td> </tr> <tr> <td>Downstream</td> <td>5°17’35.6892”N, 118°04’52.734”E</td> <td>5°16’40.87”N, 118°03’40.19”E</td> </tr> </tbody> </table>			Sampling points	Location of approved sampling points	Location of actual samples taken	Upstream	5°16’22.4292”N, 118°02’34.9116”E	5°15’47.31”N, 118°03’19.64”E	Downstream	5°17’35.6892”N, 118°04’52.734”E	5°16’40.87”N, 118°03’40.19”E
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Downstream	5°17’35.6892”N, 118°04’52.734”E	5°16’40.87”N, 118°03’40.19”E										
<b>Corrections:</b>	Mill management will follow the original sampling points which approved earlier by Department of Environmental (DOE) for taking river water sample. Immediate action to relocate the sampling points and will take river water sample at these points during next sampling process.											
<b>Root Cause Analysis:</b>	Appropriate sampling points for river water analysis was not taken correctly due to monitoring and confirmation of the task is not performed.											
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>1. Mill management to re-examine the exact water sampling location as per approved sampling points by checking the GPS of the sampling points and map respectively. Assistant Manager should confirm the mentioned location to prevent any deviation from the original coordinate location.</li> <li>2. Upon successfully in sampling point relocation, these points will be demarcated with appropriate signage.</li> <li>3. Training to be given to the person responsible in taking river water sample prior conducting sampling method.</li> <li>4. Any issue arises from the sampling result, mill should take appropriate action to rectify it immediately. All records of implementation should be kept accordingly.</li> </ol>											
<b>Assessment Conclusion:</b>	<p>ASA1_4 verification:</p> <p>Corrective action was found to be ineffective thus the previous minor NC was not closed effectively and escalated to Major NC.</p>											
<b>Effectiveness Closure (for previous audit closed Critical NC):</b>	<p>Corrective action was found to be ineffective thus the previous minor NC was not closed effectively and escalated to Major NC.</p>											

Opportunity for Improvement	
OFI#	Description
<b>OFI 1</b>	<p><b>OFI Statement:</b>  <b>2070820-202106-I1</b>  <u>Indicator 3.6.1</u>                      The HIRARC can be further improved by considering fatality as a possible severity level in some effects of hazard such as road/vehicle accident.</p> <p><b>Verification / Follow-up actions:</b>                      From the verification on sampling estate and mill HIRARC the HIRARC and Job Safety Analysis was covered all work in estate included Genset room, harvesting, water treatment plant and others. The review on severity of an accident have been revised according based on the hazard that been monitor during job safety analysis. The latest record review was available at site thus OFI was close accordingly.</p>
	<p><b>OFI Statement:</b>  <b>2143316-202112-I1</b>  <u>Indicator 2.1.2</u>                      1) A documented system for ensuring legal compliance can be further enhanced and more consistently interpreted, evaluated, and followed in the running of the operation.                      The monitoring of the Environmental Compliance Monitoring visit as stipulated in the "Akujanji" of the approved EIA (for replanting) at Muis Melewar Plantation 2 Estate can be further enhanced to ensure the submission of the Environmental Compliance Report (ECR) to the Environmental Protection Department (EPD) is on time.</p> <p><b>Verification / Follow-up actions:</b>                      The consultant, NOBES have notified the Sabah Environmental Protection Department regarding no Environmental Compliance Report (ECR) to be conducted for period Oct 2021 ill 31/03/2022 as required in item 6.2(ii) due to no replanting during the period as per letter with ref no. NOBES/22/03/0082/zd dated 14/03/2021.</p>

### 3.3.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
1708986-201808-M1	Major	6.5.2	16/11/2018	Closed out on 08/02/2019
1708986-201808-M2	Major	6.12.3	16/11/2018	Closed out on 08/02/2019
1708986-201808-N1	Minor	6.12.3	16/11/2018	Closed out on 07/11/2019
1708986-201808-N2	Minor	6.12.3	16/11/2018	Closed out on 07/11/2019
1708986-201808-N3	Minor	4.6.10	16/11/2018	Closed out on 07/11/2019
1845994-201911-M1	Major	4.7.2	06/11/2019	Closed out on 19/12/2019
1845994-201911-N1	Minor	4.1.2	06/11/2019	Closed out on 04/12/2020

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1985154-202012-M1	Critical	2.3.1	04/12/2020	Closed out on 08/02/2021
2009200-202101-N1	Minor	7.3.2	02/04/2021	Closed out on 10/12/2021
2070820-202106-N1	Minor	7.8.1	18/06/2021	Closed out on 09/12/2022
2143316-202112-N1	Minor	2.1.2	10/12/2021	Escalated to major NC
2286620-202212-N1	Minor	2.2.2	09/12/2022	Open
2286620-202212-M1	Major	6.2.3	09/12/2022	Closed out on 2/3/2023
2286620-202212-M2	Major	3.6.2	09/12/2022	Closed out on 2/3/2023
2286620-202212-M3	Major	2.1.2	09/12/2022	Closed out on 2/3/2023

**3.4 Stakeholders and previous land owner / user consultation**

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Melewar Palm Oil Mill (Melewar Production Unit) Certification Unit’s environmental and social performance, legal and any known dispute issues.

Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. Any comment which is not complying to the RSPO P&C requirements have been incorporated as an assessment finding.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as below.

<b>Stakeholders contacted</b>		
<b>Type of Stakeholder</b> (e.g. Internal, Union, Contractor, Governmental Department, NGO, External, Communities)	<b>Stakeholder name / organization</b>	<b>Means of communication</b> (e.g. face to face interview, email, phone interview, comment from public notice)
Contractor	Transasia Enterprise, MDR, Sentrabayu Industries Sdn Bhd, U.Tech Benefit	Face to face meeting
External FFB suppliers/smallholders	Suria Sappe, Masni Zulkifli, Abdul Rahmah	Face to face meeting
External (neighbouring estate)	KBM Tamaco	Face to face meeting
Governmental Department	SK Desa Subur	Face to face meeting
Governmental Department	Klinik Kesihatan Merotai	Face to face meeting
Internal	Estate/mill workers, JCC committee, gender committee	Face to face meeting

<b>Stakeholders comment</b>	
<b>1</b>	<p><b>Feedbacks:</b>  Contractors &amp; suppliers (Transasia Enterprise, MDR, Sentrabayu Industries Sdn Bhd, U.Tech Benefit) The contractor confirmed good relationship with the certification units. Contracts are available and all terms of the contract are understood. The terms of the contract are fair, and the contract sum was freely negotiated. Payments are received on time, i.e., paid within a month after issuance of invoice.</p>
	<p><b>Audit Team verification and response:</b>  No further issue.</p>
<b>2</b>	<p><b>Feedbacks:</b>  Gender Representatives – They are aware of the function of the committee and reported that there was no sexual harassment case reported. New mothers needs assessment were also discussed during every gender committee meetings.</p>
	<p><b>Audit Team verification and response:</b>  No further issue.</p>
<b>3</b>	<p><b>Feedbacks:</b>  Joint Consultative Council (JCC) (Indonesia, Philippines): No issue with the management and always open for consultation and assistance. Equal opportunity to all workers regardless of their nationality, gender and race. Appointment of JCC members are by election process and no involvement of management in the process.</p>
	<p><b>Audit Team verification and response:</b>  No further issue.</p>
<b>4</b>	<p><b>Feedbacks:</b>  CLC teacher/tutor: CLC is located within all visited estate. Good cooperation given by the estate management towards maintaining the school building and any other assistance as and when required.</p>
	<p><b>Audit Team verification and response:</b>  No further issue.</p>
<b>5</b>	<p><b>Feedbacks:</b>  School: SK Desa Subur is located within MMP1 estate. Some of teachers who stay outside commute daily to school using estate road. Roads have been well maintained by estate and prompt response done by management in handling any request and complaints. A lot of contributions given by the estate in terms on manpower assistant (building repair work and cleaning activities) as well as monetary contributions for school programme.</p>
	<p><b>Audit Team verification and response:</b>  No further issue.</p>
<b>6</b>	<p><b>Feedbacks:</b>  Klinik Kesehatan Merotai, KK Merotai : KK Merotai is currently providing immunization for children within Merotai district. Ante and post-natal visit by nurses was also provided even though the house is within estate complex. For any visit, an official request must be sent prior to visit as part of company procedure.</p>
	<p><b>Audit Team verification and response:</b>  No further issue.</p>
	<p><b>Feedbacks:</b></p>

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<b>7</b>	<p>External FFB suppliers/smallholders: They have option to sell their crop to other palm oil mill as there was no exclusivity or binding contract between both parties. On the pricing mechanism, regular meetings either group or one to one session were carried out by mill management team. Past and current price are accessible by them and displayed at weighbridge. Payment was promptly done as per the agreed time frame. The also aware on the "Smallholder Support Program" established by JC Chang. Based on interview, the have no interest in getting RSPO certification as for now.</p>
	<p><b>Audit Team verification and response:</b> No further issue.</p>

List of land owner / user contacted					
Name	Years of ownership / used	Land area (ha)	Agreement (Yes / No)	Agreement base on FPIC (Yes/No)	Compliance on the agreement terms and conditions
N/A					

Not applicable as there were no agreements between the previous owners. Nonetheless, as the current owners are subsidiaries of Carotino/JC Chang Group, the terms & condition of the Country Lease titles such as Cultivation of Oil Palm and/or Agricultural Crop of Economic Value are adhered to.

Previous land owner / user comment	
	<b>Feedbacks: N/A</b>
	<b>Audit Team verification and response: N/A</b>

**3.5 Impartiality and conflict of interest**

During this assessment there was no circumstances or pressure that had influenced the independence or confidentiality of the assessment team.

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**Formal Signing-off of Assessment Conclusion and Recommendation**

<p>The audit objectives have been achieved and the certificate scope is appropriate. Based on the results of this audit, it is concluded that Melewar Palm Oil Mill (Melewar Production Unit) has complied with the Malaysia National Interpretation 2019 of the RSPO P&amp;C 2018 and audit criteria identified within the audit report. It is deemed that the management system has achieved its intended outcomes. Therefore, it is recommended that Melewar Palm Oil Mill (Melewar Production Unit) is remain certified.</p>	
<b>Report prepared by</b>	<b>Acceptance of Assessment Conclusion</b>
<b>Name:</b> Mohamed Hidhir Bin Zainal Abidin	<b>Name:</b> Lee Min Khin
<b>Company Name:</b> BSI Services (M) Sdn Bhd	<b>Company Name:</b> J C Chang
<b>Title:</b> Lead Auditor	<b>Title:</b> General Manager
<p><b>Signature:</b></p> 	<p><b>Signature:</b></p> <p><i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i></p> 
<b>Date:</b> 5 <sup>th</sup> March 2023	<b>Date:</b> 10/3/23

**Appendix A: Summary of Findings**

Criterion / Indicator	Assessment Findings	Compliance	
<b>Principle 1: Behave ethically and transparently</b>			
<b>Criterion 1.1:</b> The unit of certification provides adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.			
1.1.1	<p><b>(C)</b> Documents that are specified in the RSPO P&amp;C are made available to the public.</p> <p>- Critical (Major) compliance -</p>	<p>Similarly compared to previous assessment, JC Chang Group has continued to made available public information relating to RSPO P&amp;C such as land titles, safety and health plans, Good Agricultural Practices, SOP on Mechanism for Communication and Consultation, SOP For Identifying Legal And Customary Rights and Identifying People Entitled to Compensation, HCV documentation, pollution prevention plans, SEIA report, details of complaints and grievances, negotiation procedures, continuous improvement plans, public summary of RSPO audit reports, human rights policy. Some of these are available on the notice boards such as the human rights policy, grievance procedures, and the rest are available and accessible at the office.</p> <p>Guidelines on Mechanism for Information Requests by Stakeholders (Doc. Ref. No. E/006-08/2019) dated 18 August 2019 is still valid and similar compared to previous assessment. This document identifies stakeholders eligible for information as those listed in the list of stakeholders. The Guidelines also lists the information that can be requested which include environmental (Soil and water conservation, riparian zone management, HCV) social information (social impacts and improvement, safety, health and welfare, details of complaints and grievance, consultation and communication procedure, JCC and gender committee meeting minutes, etc) legal information (licenses and permits, land rights, estate map,</p>	Complied

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		<p>continuous improvement plan, policies, public summary of certification assessment reports). The Guidelines also identifies restricted documents such as data that affects personal privacy, records of account, revenue, legal documents, yield data, and ongoing disputes where disclosure would result in potential negative outcomes.</p> <p>All the above information is also available on the Company’s website <a href="http://www.carotino.com">www.carotino.com</a></p>	
1.1.2	<p>Information is provided in appropriate languages and accessible to relevant stakeholders.</p> <p>- Minor compliance -</p>	<p>Information provided in appropriate languages and accessible to relevant stakeholders in the mill and all estate within MPU. Other public information relevant to sustainability also available from the company’s website as per link <a href="http://www.carotino.com/group-mission-and-management-plan-16.aspx">http://www.carotino.com/group-mission-and-management-plan-16.aspx</a>.</p>	Complied
1.1.3	<p><b>(C)</b> Records of requests for information and responses are maintained.</p> <p>- Critical (Major) compliance -</p>	<p>Records of request for such information and copies of the responses are being maintained in the relevant files and verified during the audit. No specific request for information recorded in the request book and verified at all visited operating units. Details of other request such as donation reported under indicator 4.3.1</p>	Complied
1.1.4	<p><b>(C)</b> Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by nominated representative.</p> <p>- Critical (Major) compliance -</p>	<p>The consultation and communication procedure available for the JC Chang Group is the SOP on Mechanism for Communication and Consultation (Doc. Ref. No. E/004-08/2019) dated 12 August 2019. This procedure specifies the mechanism of communication and consultation with all its stakeholders. There are three methods of communication and consultations; i.e. via the Joint Consultative Meeting (for workers), verbal or written complaints and using the complaint box located outside the office of each unit (for all stakeholders including all employees, neighbouring estates, smallholders, NGOs, business associates, NGOs, etc).</p>	Complied

		<p>Nominated representative is the estate manager and assisted by estate assistant manager. Consultation and communication procedures explained during stakeholder meeting. For example the latest stakeholder meeting was carried out on 23/11/2022 at Pelita Estate. Other meetings carried out by respective operating units as per below:</p> <table border="1" data-bbox="1137 563 1910 901"> <thead> <tr> <th>Estate</th> <th>Date of meeting</th> <th>Consulted stakeholders</th> </tr> </thead> <tbody> <tr> <td>POP2</td> <td>16/11/2022</td> <td>Smallholders, neighbouring estates, contractors, CLC representative etc.</td> </tr> <tr> <td>MPOM</td> <td>16/11/2022 (combine session)</td> <td>Smallholders, neighbouring estates, contractors, CLC representative etc.</td> </tr> </tbody> </table>	Estate	Date of meeting	Consulted stakeholders	POP2	16/11/2022	Smallholders, neighbouring estates, contractors, CLC representative etc.	MPOM	16/11/2022 (combine session)	Smallholders, neighbouring estates, contractors, CLC representative etc.	
Estate	Date of meeting	Consulted stakeholders										
POP2	16/11/2022	Smallholders, neighbouring estates, contractors, CLC representative etc.										
MPOM	16/11/2022 (combine session)	Smallholders, neighbouring estates, contractors, CLC representative etc.										
<p>1.1.5</p>	<p>There is a current list of contact and details of stakeholders and their nominated representatives.            - Minor compliance -</p>	<p>Current list of contact and details of stakeholders and the nominated representatives available for verification. A few category of stakeholders have been identified in the list, i.e contractor, villagers/communities, NGOs etc. Updated list for verified as per the following:</p> <table border="1" data-bbox="1137 1090 1742 1284"> <thead> <tr> <th>Estate</th> <th>Date review/update</th> </tr> </thead> <tbody> <tr> <td>POP2</td> <td>30/11/2022</td> </tr> <tr> <td>MPOM</td> <td>4/12/2022</td> </tr> <tr> <td>Pelita</td> <td>13/10/2022</td> </tr> </tbody> </table>	Estate	Date review/update	POP2	30/11/2022	MPOM	4/12/2022	Pelita	13/10/2022	<p>Complied</p>	
Estate	Date review/update											
POP2	30/11/2022											
MPOM	4/12/2022											
Pelita	13/10/2022											
<p><b>Criterion 1.2:</b> The unit of certification commits to ethical conduct in all business operations and transactions.</p>												

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1.2.1	<p>A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts.</p> <p>- Minor compliance -</p>	<p>JC Chang Group has established as few policies with regards to ethical conduct in all business operations and transactions, including recruitment and contracts. Among established policies sighted:</p> <p>i) Corruption Prevention Policy dated 4<sup>th</sup> September 2015.  ii) Social and Human Rights Policy dated 14<sup>th</sup> November 2019  iii) Equal Opportunities dated 12<sup>th</sup> August 2019</p>	Complied
1.2.2	<p>A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice.</p> <p>- Minor compliance -</p>	<p>System to monitor compliance and implementation of policy and ethical business practice is based due diligence and ethical conduct questionnaire contract, E024-02/2020. Self-declaration shall be made by the contractor/vendor/supplier to ensure that business partner is fully informed with the intent of JC Chang Group Policy on fair business conduct.</p> <p>Sample of self-declaration for FFB suppliers (AG Enterprise signed on 3/10/22, KM Enterprise signed on 14/9/21 were made available for verification.</p>	Complied
<b>Principle 2: Operate legally and respect rights</b>			
<b>Criterion 2.1:</b> There is compliance with all applicable local, national and ratified international laws and regulations.			
2.1.1	<p><b>(C)</b> The Unit of Certification complies with legal requirements</p> <p>- Critical (Major) compliance -</p>	<p>The operating units continued to comply with the legal requirements.</p> <p>Among the evidence of legal compliance as follows:</p> <p><b>Melewar Palm Oil Mill</b></p> <p>License and Permits</p> <ol style="list-style-type: none"> <li>DOE license no. 004849 with Compliance Schedule no. JAS.SHQ.600-3/1/032 valid till 30/11/2023</li> </ol>	Complied

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		<ol style="list-style-type: none"> <li>2. DOE Contradiction License for Environmental Quality Act 1974, Environmental Quality Regulation (Clean Air) 2014 no. 005141 with compliance Schedule no. JAS.SHQ.600-3/1/032 valid till 31/12/2022</li> <li>3. MPOB license no. 500106704000 valid till 30/11/2023</li> <li>4. Permit for Scheduled Controlled Goods, Diesel Purchase and Storage permit no. KPDNHEP.LDT.600.4/4(04/1998)P valid till 16/10/2025</li> <li>5. Permit to Purchase, Store and Use of Sodium Hydroxide no. 000884, valid till 31/12/2022</li> <li>6. License to Employ Non-Resident Workers no. JTK.H.KBN.600-4/1/1/10401/0056 valid till 07/03/2023</li> <li>7. License for private Installation no. LP 12/1/9/1817 valid till 10/06/2027</li> </ol> <p>The mill has appointed 3<sup>rd</sup> party auditor to conduct Environmental audit as per Compliance Scheduled no. JAS.SHQ.600-3/1/032. Refer report no. ASSH(B)31/152/000/032/2/2022 dated 26/11/2022 for audit conducted on 12/11/2022 and ASSH(B)31/152/000/032/1/2022 dated 23/06/2022 for audit conducted on 09/06/2022.</p> <p><b>Pahang Oil Palm Estate Div. 2</b>  Licenses and Permits</p> <ol style="list-style-type: none"> <li>1. MPOB License no. 503479802000 valid till 31/03/2023 and no. 502246302000 valid till 31/07/2023</li> <li>2. MPOB License for nursery no. 616247011000 valid till 28/02/2023</li> </ol>	
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		<ol style="list-style-type: none"> <li>3. Permit for Scheduled Controlled Goods, Diesel and Petrol Purchase and Storage permit no. KPDNHEP.LDT.600.4/4(16/2008)P valid till 24/02/2025</li> <li>4. License for private Installation no. 2022/02105 valid till 13/08/2023</li> <li>5. Air Compressor Certificate of Fitness no. PMT-SB/21 47936</li> <li>6. License to Employ Non-Resident Workers no. JTK.H.KBN.600-4/1/1/01261/0039 valid till 26/09/2023</li> </ol> <p>The estate submitted the Environmental Compliance Report to Sabah Environmental Protection Department twice a year as required in Environmental Impact Assessment Report and Declaration from Project Proponent. Refer report for CMD ref. no. JPAS/PP/06/600-1/11/1/236 for 1<sup>st</sup> half of 2022 conducted on 28/10/2021 and 2<sup>nd</sup> half on of 2022 conducted on 10/05/2022.</p> <p><b>Pelita Estate</b>  Licenses and Permits</p> <ol style="list-style-type: none"> <li>1. MPOB License for Ladang Pelita , no.503397002000, valid till 31/10/2023</li> <li>2. MPOB License for Suen Tai (Sabah) Sdn Bhd, no.503981102000 valid till 31/07/2023</li> <li>3. MPOB License for Ladang Desamawar Runding Sdn Bhd no. 503982002000 valid till 31/07/2023</li> <li>4. License to Employ Non-Resident Workers valid till 25/02/2023</li> </ol> <p><b>MUIS Melewar Plantation 2</b></p>	
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		<p>License and Permit</p> <ol style="list-style-type: none"> <li>1. MPOB License no. 503534402000 valid till 31/07/2023</li> <li>2. Permit for Scheduled Controlled Goods, Diesel Purchase and Storage permit no. KPDNHEP.SPN.600-1/7/2015/05(P) was expired on 12/11/2022. Renewal application was done on 25/10/2022 as per BLESS Delivery Note no. BL22022041872. Base on communication records, the license has been approved and waiting for hardcopy from KPDNHEP.</li> <li>3. Air Compressor Certificate of Fitness no. PMT-SB/21 47056 valid till 21/02/2023</li> <li>4. License for private Installation no. 2022/03619 valid till 24/11/2023</li> </ol> <p><b>MUIS Melewar Plantation 1</b></p> <p>License and Permit</p> <ol style="list-style-type: none"> <li>1. MPOB License no. 502661202000 valid till 31/05/2023</li> <li>2. Permit for Scheduled Controlled Goods, Diesel Purchase and Storage permit no. KPDNKK.TWU 900-3/1/12-2004(P) valid till 08/12/2023</li> <li>3. Air Compressor Certificate of Fitness no. PMT-SB/21 45918 valid till 04/01/2023</li> <li>4. License for private Installation no. 2021/03111 valid till 27/01/2023</li> <li>5. Weighbridge calibration Certificate no. 1719904 with safety sticker no. 2.1k-Q030463</li> </ol> <p><b>MPOM</b></p>	
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		<p>i) License to Employ Non-Resident Workers under Section 118, Labour Ordinance (Sabah Chapter 67) valid from 20/3/21 to 19/3/22. Indonesia: 74, Philippines: 16, ref: JTK.H.KBN.600-4/1/1/10401/0056.</p> <p>ii) Deduction permit, section 113(4), Labour Ordinance (Sabah Chapter 67) for medical cost, school bus deduction and processing fees for processing document.</p> <p><b>Melewar 1 Estate</b></p> <p>i) License to Employ Non-Resident Workers under Section 118, Labour Ordinance (Sabah Chapter 67) valid from 31/12/20 to 30/12/21. Indonesia: 206, Philippines: 2, ref: JTK.H.KBN.600-4/1/1/01261/0112.</p> <p>ii) Deduction permit, section 113(4), Labour Ordinance (Sabah Chapter 67) for medical cost, school bus deduction and processing fees for travel document. Serial no. 600-1/2/13/74/(11/KBN/2020-0139) valid from 12/6/20 – 11/6/22.</p> <p><b>Tye Yang Estate</b></p> <p>i) License to Employ Non-Resident Workers under Section 118, Labour Ordinance (Sabah Chapter 67) valid from 23/2/21 to 22/2/22. Indonesia: 347, Philippines: 22, ref: JTK.H.KBN.600-4/1/1/01261/0061.</p> <p>ii) Deduction permit, section 113(4), Labour Ordinance (Sabah Chapter 67) for medical cost, school bus deduction and processing fees for travel document, surau contribution, spare part and motorcycle maintenance. Serial no. 600-1/2/13/72/(11/KBN/2020-0255) valid from 11/8/20 – 10/8/22.</p>	
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<p>2.1.2</p>	<p>A documented system for ensuring legal compliance is in place. This system has a means to track changes to the laws and regulations.</p> <p>- Minor compliance -</p>	<p>Melewar Productions Units adopt the JC Chang Group SOP on Mechanism to Trace Changes in Legal Requirements. Refer doc. no. E/005-08/2021 dated 13/12/2021.</p> <p>In the SOP stated that the Headquarters has subscribed with Malaysia Gazette On – Line with website www.lawnet.com.my. The Lead Auditor for Internal Control Team will access the subscribed website at the end of every month to track any relevant changes.</p> <p>The Lead Auditor will notify the Plantation Department on any changes. The Plantation Department will convey any changes and the appropriate action to be taken via email and hardcopy letters to the operating units.</p>	<p>Non-compliance</p>
<p>2.1.3</p>	<p>Legal or authorised boundaries are clearly demarcated and visibly maintained, and there is no planting beyond these legal or authorised boundaries.</p> <p>- Minor compliance -</p>	<p><b>Pahang oil Palm Estate Div. 2</b></p> <p>Legal boundaries were clearly demarcated with security trenches as sighted at field PM14A1 adjacent with Sentra Bayu Estate.</p> <p><b>Pelita Estate</b></p> <p>Legal boundaries were clearly demarcated with blue and white colour peg as sighted at field PM98 A1 adjacent with smallholders and PM98 A10 adjacent with Tabin Forest Reserve.</p> <p><b>MUIS Melewar Plantation 2</b></p> <p>Legal boundaries were clearly demarcated with blue and white peg as sighted at field PM98 A17, PM98 A16 and PM98 A11 adjacent with Ulu Kalumpong Forest Reserve and PM99 A01 adjacent with Yuwang Plantations</p> <p><b>MUIS Melewar Plantation 1</b></p>	<p>Complied</p>

		Legal boundaries were clearly demarcated with blue and white peg as sighted at field PM01 A10, PM98 A18 and PM98 A17 adjacent with Tawau Hill National Park Reserve and PM09 A10 adjacent with Teck Guan Tiger Estate.									
<b>Criterion 2.2:</b> All contractors providing operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.											
2.2.1	A list of contracted parties is maintained. - Minor compliance -	<p>J.C Chang Group of Estates and mill have continued to maintain list of all contracted parties and incorporated in the stakeholder list. The list was available in the stakeholder list provided for verification during audit as per the following details:</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>Date review/update</th> </tr> </thead> <tbody> <tr> <td>POP2</td> <td>30/11/2022</td> </tr> <tr> <td>MPOM</td> <td>4/12/2022</td> </tr> <tr> <td>Pelita</td> <td>13/10/2022</td> </tr> </tbody> </table>	Estate	Date review/update	POP2	30/11/2022	MPOM	4/12/2022	Pelita	13/10/2022	Complied
Estate	Date review/update										
POP2	30/11/2022										
MPOM	4/12/2022										
Pelita	13/10/2022										
2.2.2	<p>All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party.</p> <p>Evidence of legal due diligence of all contracted third parties, recruitment agencies (licensed/ accredited) for migrant workers, service providers and labour contractors, is available.</p> <p>- Minor compliance -</p>	<p>All contracts (short and long term), contain specific clauses on meeting applicable legal requirements were spelled out in the contract. For example, contractor named AG Enterprise; contract date 3/1/22, contract ref.: POP2-CA-2021-2022(003)</p> <p>Evidence of due diligence is demonstrated via declaration between contactor based on Sustainability contract, E023-012019 with reference to Procedure of Due Diligence and Improvement, E/019-01/2019 dated 12/8/2019.</p> <p><u>POP2 estate</u>            Evidence of due diligence is demonstrated via declaration between contactor based on Sustainability contract, E023-01/2019 with reference to Procedure of Due Diligence and Improvement, E/019-01/2019 dated 12/8/2019. Verification records for due diligence</p>	Non-compliance								

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		<p>process was sighted however VISA/PLKS/permit for 2 foreign workers under AG Enterprise was not made available for verification.</p> <p>Thus, a minor NC was issued.</p>	
2.2.3	<p>All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour. Where young workers are employed, the contracts include a clause for their protection.</p> <p>- Minor compliance -</p>	<p>Sampled contract including FFB suppliers are required to sign Sustainability Compliance Contract with Operating Unit under J.C Chang Group of Estates. In the contract stated that all contractors must comply as follows:</p> <ul style="list-style-type: none"> <li>• Meeting applicable legal requirements, which can be demonstrated by contracted party in running the business activities on lawful way.</li> <li>• Disallowing child labour, forced labour and trafficked labour in running contracted party's business activities. If young workers are employed, protection clause should be made available for them in running contracted party's business activities.</li> </ul>	Complied
<b>Criterion 2.3:</b> All FFB supplies from outside the unit of certification are from legal sources.			
2.3.1	<p><b>(C)</b> For all directly sourced FFB, the mill requires:</p> <ul style="list-style-type: none"> <li>• Information on geo-location of FFB origins</li> <li>• Evidence of the ownership status or the right/claim to the land, or valid use of land by the grower/smallholder</li> <li>• One or more supporting documents for claims</li> <li>• Valid MPOB license</li> </ul> <p>- Critical (Major) compliance -</p>	<p>Melewar Palm Oil Mill only received FFB directly from the Certified Own Sister Estate and FFB supplier. The mill has obtain the information for all the suppliers and documented in MPOM – FFB Supplier list. The information as follows were reviewed in the latest update dated 04/12/2022:</p> <p>Supplier Name Identification Card no. Contact no. Address Lot and hectares MPOB License no.</p>	Complied

		<p>Geo-coordinate</p> <p>Reviewed the information for FFB suppliers as follows:</p> <ol style="list-style-type: none"> <li>1. Jayatas Sdn. Bhd</li> <li>2. Marata Jaya Sdn. Bhd.</li> <li>3. Marni. Bt. Zulkifli</li> <li>4. Sahanu bin Dengge</li> <li>5. Wong Vun Kong</li> </ol>							
2.3.2	<p>For all indirectly sourced FFB, the unit of certification obtains from the collection centres, agents or other intermediaries, the evidence as listed in Indicator 2.3.1.</p> <p>- Minor compliance -</p>	<p>Melewar Palm Oil Mill only received FFB directly from the Certified Own Sister Estate and FFB supplier. Reviewed the FFB supplier list dated 04/12/2022, besides received FFB from certified sister estate, 30 outside FFB supplier send FFB to the mill.</p>	Complied						
<p><b>Principle 3: Optimise productivity, efficiency, positive impacts and resilience</b></p>									
<p><b>Criterion 3.1:</b> There is an implemented management plan that aims to achieve long-term economic and financial viability.</p>									
3.1.1	<p><b>(C)</b> A business or management plan (minimum three years) is documented that includes, where applicable, a jointly developed business case for Scheme Smallholders.</p> <p>- Critical (Major) compliance -</p>	<p>JC Chang Group continued its commitment to long term sustainability and improvements through a capital expenditure program. Annual budget and management plan for all the three estates were documented with three years projection (FY 2022/23, 2023/24 and 2024/25). This included production improvement plan, yield statement, monthly FFB crop budget, labour statement and etc.</p>	Complied						
3.1.2	<p>An annual replanting programme projected for a minimum of five years with yearly review, is available.</p> <p>- Minor compliance -</p>	<p>Long range replanting programme was established for JC Chang Group estates, the plan until 2035. The group has updated the Guideline On Group's Long Term Replanting Planning, doc ref: A/016-09/2022 dated 19/1/2022.</p> <table border="1" data-bbox="1137 1305 1928 1361"> <tr> <td>Estate</td> <td>2022</td> <td>2023</td> <td>2024</td> <td>2025</td> <td>2026</td> </tr> </table>	Estate	2022	2023	2024	2025	2026	Complied
Estate	2022	2023	2024	2025	2026				

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		<table border="1"> <tr> <td>POP 2</td> <td>207.79</td> <td>175.63</td> <td>182.48</td> <td>198.13</td> <td>-</td> </tr> <tr> <td>Pelita</td> <td>125</td> <td>125</td> <td>125</td> <td>125</td> <td>156.49</td> </tr> <tr> <td>MMP1</td> <td>135.5</td> <td>109.67</td> <td>109.65</td> <td>167.35</td> <td>131.46</td> </tr> <tr> <td>MMP2</td> <td>100</td> <td>100</td> <td>101.53</td> <td>100</td> <td>200</td> </tr> </table>	POP 2	207.79	175.63	182.48	198.13	-	Pelita	125	125	125	125	156.49	MMP1	135.5	109.67	109.65	167.35	131.46	MMP2	100	100	101.53	100	200	
POP 2	207.79	175.63	182.48	198.13	-																						
Pelita	125	125	125	125	156.49																						
MMP1	135.5	109.67	109.65	167.35	131.46																						
MMP2	100	100	101.53	100	200																						
3.1.3	<p>The unit of certification holds management reviews at planned intervals appropriate to the scale and nature of the activities undertake.</p> <p>- Minor compliance -</p>	<p>The management hold the management review meeting yearly basis and the Management Review is guided by the Guideline for Internal Auditing and Management Review of the Sustainability and Supply Chain System (T/001-04/2022) date: 01/12/2022. Melewar production Unit conducted the management review meeting on annually basis. Latest MRM was conducted on 29/09/22 using Zoom Application. Among discussed Included:</p> <ul style="list-style-type: none"> <li>• Issues from previous management review.</li> <li>• Audit findings (RSPO, ISCC &amp; MSPO).</li> <li>• Conformity of customers/stakeholders feedback.</li> <li>• Process Performances and Product Conformity.</li> <li>• Time Bound Plan</li> <li>• Status of Corrective and Preventive Actions.</li> <li>• Changes that affect the management system.</li> <li>• Discussion on complaints and grievances.</li> <li>• Discussion on improvement of effectiveness of management system and processes and etc.</li> </ul>	Complied																								
<p><b>Criterion 3.2:</b> The unit of Certification regularly monitors and reviews their economic, social and environmental performance and develops and implements action plans that allow demonstrable Continuous improvement in key operations.</p>																											

<p>3.2.1</p>	<p><b>(C)</b> The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impacts and opportunities of the unit of certification.</p> <p>- Critical (Major) compliance -</p>	<p>Among the continuous improvement plan as follows:</p> <ol style="list-style-type: none"> <li>1) Environmental Impact             <ol style="list-style-type: none"> <li>a) Pest and disease                 <ol style="list-style-type: none"> <li>i) Reduction in use of pesticide by planting predator plants such as Cassia Cobanensis, Antigonon Leptopus and Tunera Subulata.</li> <li>ii) To monitor any outbreak pest and disease attack</li> </ol> </li> <li>b) Waste management                 <ol style="list-style-type: none"> <li>i) increase the provision for collection and disposal of rubbish</li> </ol> </li> <li>c) Riparian zone                 <ol style="list-style-type: none"> <li>i) to improve on the marking and increase tree planting in order to further established the riparian river reserve</li> <li>ii) To ensure all riverbank in good condition and no other activity to avoid erosion.</li> </ol> </li> <li>d) Soil and Water conservation                 <ol style="list-style-type: none"> <li>i) to minimize water running surface on the road and make sure all water flow into terrace</li> <li>ii) to reduce erosion at hilly area</li> </ol> </li> </ol> </li> <li>2) Pollution and GHG emission – to try and reduce fuel usage at least 55 as compared to figures budgeted in FY 2022/2023</li> </ol> <p><u>CAPEX &amp; OPEX</u></p> <ol style="list-style-type: none"> <li>i) Water treatment plant (refurbishment of WTP)</li> </ol>	<p>Complied</p>
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		<ul style="list-style-type: none"> <li>ii) Mini tractor/excavator/ FFB grabber and high lift trailer (mechanisation)</li> <li>iii) Water tank (400 Gallons) replacement</li> <li>iv) Beautification of housing area (painting/upkeep and repair)</li> <li>v) Road maintenance programme (grading/compacting/resurfacing)</li> <li>v) Beautification of public amenities (community hall, surau and creche)</li> </ul>	
3.2.2	<p>As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat using the [RSPO metrics template].</p> <p><b>PROCEDURAL NOTE:</b></p> <p>The RSPO metrics template is awaiting decision/agreement by RSPO and the issue is still being discussed.</p> <p>Until such metrics is agreed and developed, companies will carry on with existing reporting e.g. PalmGHG, Annual Communication of Progress (ACOP) reporting, and information provided to Certification Body and feedback via RSPO Secretariat is required.</p> <p>- Minor Compliance -</p>	<p>Melewar Certification Unit has filled its RSPO metrics template version 2.1 and submitted to the CB prior to this assessment. Based on verification through various documents such as area statement, JKPP report, employees register, production records found the data reported in the metrics template were found to be accurate.</p>	Complied
<b>Criterion 3.3:</b> Operating procedures are Appropriately documented, consistently implemented and monitored.			
3.3.1	<p><b>(C)</b> Standard Operating Procedures (SOPs) for the unit of certification are in place.</p> <p>- Critical (Major) compliance -</p>	<p>Melewar POM has maintained a Documented Standard Operating Procedures file that contains both the safe operating procedures and the procedures to implement the various major field operations. The Standard Operation Procedure (SOP) for Melewar POM contains the procedures for all activities as below:</p> <ul style="list-style-type: none"> <li>• Reception Station (Q/040-03/2015)</li> <li>• Grading Station (Q/041-03/2015)</li> <li>• Fruit Handling Station (Q/042-02/2015)</li> </ul>	Complied

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		<ul style="list-style-type: none"> <li>• Sterilizer Station (Q/043-02/2015)</li> <li>• Threshing Station (Q/045-03/2015)</li> <li>• Press Station (Q/046-03/2015)</li> <li>• Clarification Station (Q/047-02/2015)</li> <li>• Depericarper Station (Q/048-02/2015)</li> <li>• Nut &amp; Kernel Station (Q/049-02/2015)</li> <li>• Boiler Station (Q/050-02/2015)</li> </ul> <p>Estates have adequate SOP documented. Sampled Estate SOP Manual/procedures category for the following operations:</p> <ul style="list-style-type: none"> <li>• Guidelines on Estate Vehicle Maintenance (G/001-01/2018).</li> <li>• Guidelines on Fertilizer Receipts, Management and Application (H/001- 03/2016).</li> <li>• Buffalo Management (K/001-01/2008).</li> <li>• Guidelines on Integrated Pest and Disease Management of Oil Palm (L/001-06/2017)</li> <li>• Rat control and baiting (L/002-07/2016)</li> </ul> <p>Justifications for Pesticide Usage under IPM (Weedicides) (B/009-10/2015)</p> <ul style="list-style-type: none"> <li>• FFB Evacuation with MTG (D/003-01/2008)</li> <li>• FFB Harvesting and Evacuation (D/004-04/2015)</li> <li>• Fertiliser receipts, management and application (H/001-3/2016)</li> <li>• Pruning and Frond stacking (B/001-01/2008)</li> <li>• Weeding Regime &amp; Practices ((B/004-01/2008)</li> </ul>	
3.3.2	<p>A mechanism to check consistent implementation of procedures is in place.</p> <p>- Minor Compliance -</p>	<p>Agronomist report was available to check the implementation and recommended. There are few mechanism to check a consistency such as agronomist report for leaf sampling and fertiliser(soil sampling) checking dated 18/04/2022 (Ref.R22/4/9 – soil sampling</p>	Complied

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		<p>&amp; R22/3/356 dated 12/04/2022 – Foliar sampling). Another mechanism was GM report or progress report dated 10,24 and 02/11/2022 by Mr Lee Min Khin, this report to ensure implementation of SOP in estate based on Budget as per verification. In POM, the visit by Mr Selva Nathan (Mill Controller) for Mill routine visit report conducted on 13-15/12/2021.</p> <p>The management review also been conducted after internal audit to ensure implementation of procedure and sample in Pelita Estate, the management review conducted on 29/09/2022.</p>	
3.3.3	<p>Records of monitoring and any actions taken are maintained and available.          - Minor Compliance -</p>	<p>The estates maintain all records of monitoring and available for verification. The Estate Managers are accountable to monitor the conformity to the relevant procedures. Among the records verified were: - Internal Control Team (ICT) audit report - GM visit report - Progress report - Line-site inspection report and Monthly performance reports and action taken for the reports.</p> <p>The operating unit visited maintain all visit report for General Manager, Internal Control Team and Monthly performance report and action taken for the reports. Reviewed the visit reports as follows:-</p> <p>Internal Control Assessment dated 29/9/2022 by Internal Control Team in Pahang Oil Palm Estate Div 2.</p> <p>Estate report by GM Mr Lee Min Khin dated 10, 24, and 02/11/2022 at Pahang Oil Palm Estate Div 2.</p> <p>Internal Control Assessment dated 22-24/08/2022 by Internal Control Team in Asia for Melewar POM.</p> <p>Internal Control Assessment dated 25-27/08/2022 by Internal Control Team lead by Mr Carl Ewis Julius at Pelita Petama Estate</p> <p>Internal Control Assessment dated 21-23/09/2022 by Internal Control Team lead by Mr Carl Ewis Julius at Muis 2 Estate</p>	Complied

<p><b>Criterion 3.4:</b> A comprehensive Social and Environmental Impact Assessment (SEIA) is undertaken prior to new plantings or operations, and a social and environmental management and monitoring plan is implemented and regularly updated in ongoing operations.</p>		
<p>3.4.1</p>	<p><b>(C)</b> In new plantings or operations including mills, an independent SEIA, undertaken through a participatory methodology involving the affected stakeholders and including the impacts of any smallholder/out-grower scheme, is documented.</p> <p>- Critical (Major) compliance -</p>	<p>No new planting within the estates.</p> <p>An independent SIA was carried out by Wild Asia in April 2015. Final report edition 6<sup>th</sup> dated 27<sup>th</sup> June 2016 was made available for verification. Participatory methodology involving the affected stakeholders undertaken by the assessor and divide by a few target group for Focus Group Discussion (FGD). Parties involved such as internal (field workers [production and non-production related], creche taker, estate HA) and external (land users, local communities and contractors) were among participated in the FGD process.</p> <p>No new planting within Melewar Production Units</p> <p>The operating units has conducted Environmental Impact Assessment for all operations in the estate and reviewed on at minimum of 2 years or when required to reflect the results of monitoring and where there are operational changes.</p> <p>For replanting program, all estates has conducted Environmental Impact Assessment and signed the Declaration from Project Proponent and submitted to Sabah Environmental Protection Department. Refer report as follows:</p> <p><b>Pahang Oil Palm Estate Div. 2</b></p> <ol style="list-style-type: none"> <li>1. Environmental Impact Assessment, Proposed Replanting of 1.565.04 hectares Oil Palm Plantation at Pahang Estate Division 2 on land title no. CL095317490, CL095321421 and Part of Land Title no. CL095317285, District of Kinabatangan, Sabah dated December 2017</li> </ol>
		<p>Complied</p>

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		<p>2. Oil Palm Replanting Project of 374.99 Hectares (fields PM90A and PM90B) Pahang Estate Division 2 Kinabatangan, Sabah dated February 2016</p> <p><b>MUIS Melewar Plantation 2</b></p> <p>1. Environmental Impact Assessment, Proposed replanting of 1481 hectares Oil Palm Plantation on CL.245360525 at MUIS Melewar Plantation 2, District of Kunak, Sabah dated September 2020. Refer report no. NOBES/20/100</p> <p><b>MUIS Melewar Plantation 1</b></p> <p>1. Environmental Impact Assessment, Proposed replanting of 2,056.01 hectares Oil Palm Plantation on CL.105426784 at MUIS Melewar Plantation 1, District of Tawau, Sabah dated January 2022. Refer report no. NOBES/21/116/GR</p> <p>For new housing construction at MUIS Melewar Plantation 2, the estate has conducted environmental impact assessment as follows: 1)MUIS Melewar Plantations Sdn. Bhd. (MUIS Melewar Plantation 2) Environment improvement plan for new housing construction.</p>	
3.4.2	<p>For the unit of certification, a SEIA is available and social and environmental management and monitoring plans have been developed with participation of affected stakeholders.</p> <p>- Minor Compliance -</p>	<p>Aspect identified in the SIA management plan includes:</p> <ul style="list-style-type: none"> <li>- Pay and living condition (recruitment, payment &amp; living condition)</li> <li>- Communication and consultation (communication procedure, social conflict and sexual harassment, &amp; reproduction right)</li> <li>- Fair pricing (internal &amp; external)</li> <li>- Local development (CSR)</li> </ul>	Complied

		<p>SIA management plan is developed based on recommendation from assessor. Review of the management plan carried out once every 2 years and the latest review was done in March 2022. Participatory process can be seen with the involvement of internal and external stakeholders from various inputs such as complaints/grievance records, stakeholder meeting, JCC meeting etc.</p> <p>Base on the aspect with significant impact identified during the assessment, the estates has established management plan documented in Environmental and Social Improvement and subject to be reviewed at minimum every 2 years or when required to reflect the results of monitoring and where they are changes in operations</p>	
3.4.3	<p><b>(C)</b> The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way.          - Critical (Major) compliance -</p>	<p>The SIA monitoring and management plan is developed once every 2 years with on-going and continuous plan. The social management and monitoring plan were established which has incorporated the recommendation from SIA, internal and external stakeholder, complaints and grievances, etc. Latest review was done in March 2022 which has included the pertinent aspect such as:</p> <ul style="list-style-type: none"> <li>- Pay and living condition (recruitment, payment &amp; living condition)</li> <li>- Communication and consultation (communication procedure, social conflict and sexual harassment, &amp; reproduction right)</li> <li>- Fair pricing (internal &amp; external)</li> <li>- Local development (CSR)</li> </ul>	Complied

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Reviewed the implementation of the management plan as follows:

**Melewar Palm Oil Mill**

1. The mill disposed by-product such as shell and EFB/ fiber through reused back as fuel for boiler, nutrient cycle by field application and sold to 3<sup>rd</sup> party. Reviewed the sampled records of of by-product disposal as follows:

Month	Reused as boiler fuel		EFB field applicati on	EFB sold to 3 <sup>rd</sup> Party
	Fiber	Shell		
Jul 2022	1,126.99	1,277.73	0.00	2,007.03
Aug 2022	1,527.88	1,698.11	225.42	2,495.77
Sep 2022	688.87	1,782.71	1,256.85	2,698.45
Oct 2022	1,266.91	1,967.16	2,248.67	1,552.39
Nov 2022	1,338.00	2,073.24	2,324.35	1,348.82

2. The mill conducted stack monitoring twice a year as per compliance scheduled. Reviewed report ref. no. MS/MELEWAR POM/2022/BOILER NO. 3 (S3) – 1<sup>st</sup> HALF dated 15/05/2022 for sampling conducted on 23/04/2022 and MS/MELEWAR POM/2022/BOILER NO. 2 (S2) – 1<sup>st</sup> HALF dated 15/08/2022 for sampling conducted on 29/07/2022. The results was over the permissible limits of 150.0 mg/m<sup>3</sup>. However, the mill has acquire the contradiction license from DOE. Refer license no 005141.

For 2<sup>nd</sup> half of 2022, the sampling has been conducted on 30/11/2022. The report has yet to be received by the mill.

		<p>3. The mill conducted river water sampling analysis on monthly basis and submitted to DOE on quarterly basis. Reviewed the water sampling results no. R22/10/167, R22/9/224, R22/8/142, R22/7/130 and R22/6/62</p> <p><b>Pahang Oil Palm Estate Div. 2</b></p> <ol style="list-style-type: none"> <li>1. The estate applied EFB in the field as nutrient recycle program. Reviewed the application records as follows:             <ol style="list-style-type: none"> <li>a. October 2022 – 289.97 ton</li> <li>b. August 2022 – 211.54 ton</li> <li>c. July 2022 – 172.35 ton</li> <li>d. April 2022 – 415.08</li> <li>e. March 2022 – 85.08 ton</li> </ol> </li> <li>2. The estate has identified water sampling point for natural water stream flow through the estate conducted river water sampling once a year. Latest sampling was conducted on 08/08/2022. Refer report no. R22/8/146 dated 15/08/2022.</li> <li>3. The estate conducted drinking water analysis once a year. Latest sampling was conducted on 09/08/2022. Refer report no. W220810/01. The results conform to National Standards for Drinking Water Quality, 2nd Version, January 2004</li> <li>4. Empty chemical containers were triple rinsed, punctured and stored at designated store before disposed as recycle waste. Reviewed inventory records FY 2022 and disposal records as per official receipt no. 76461 dated 02/12/2022</li> <li>5. To reduce the water consumption at oil palm nursery, the estate used the Drip System for watering. Reviewed the account ledger no. SR36521.</li> </ol>	
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		<p><b>Pelita Estate</b></p> <ol style="list-style-type: none"> <li>1. The estate installed sump to collect waste water from chemical premixing activities as sighted at the chemical premix area during site visit. The waste water collected were reused back in chemical premixing.</li> <li>2. To ensure no oil spillage polluted the soil/ waterways in the estate area, the estate has installed pollution control device (oil trap) at workshop, engine room and skid tank. Sighted during site visit, the oil trap condition is satisfactory. The estate conducted oil trap inspection and maintenance on weekly basis. Reviewed the records dated 05/10/2022, 12/10/2022 and 19/10/2022.</li> <li>3. To ensure optimize used of chemicals, the estate continuously conducted training to the chemical handlers. Reviewed the training records includes attendance, and material for training conducted on 10/08/2022.</li> <li>4. The estate continuously conducted awareness on the conservation area, buffer zone area and RTE species for the estate workers. Reviewed the briefing records in Muster Call Briefing Book. Reviewed briefing records dated 24/01/2022 and 23/05/2022.</li> </ol> <p><b>MUIS Melewar Plantation 2</b></p> <ol style="list-style-type: none"> <li>1. The estate has established and demarcated riparian buffer zone for natural waterways flow through the estate as sighted during site visit at field PM99 A20, buffer zone for Sg. Binuang. The buffer zone was demarcated with yellow colour pole. The vegetation along the buffer zone is well maintain.</li> </ol>	
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		<ol style="list-style-type: none"> <li>2. The estate monitor the diesel usage on monthly basis to facilitate the program of fuel. Reviewed the consumption records FY 2022 as todate November 2022.</li> <li>3. To reduce the usage of treated water, the estate provided blue colour water tank and each house and workshop for rain water harvesting. The rain water were used for cleaning and watering plants.</li> <li>4. To ensure the Genset were running at optimize condition and using optimize fuel, the estate conducted maintenance service on timey basis. reviewed the maintenance record for Genset no V81 and V82 FY 2022 as todate November 2022</li> </ol> <p><b>MUIS Melewar Plantation 1</b></p> <ol style="list-style-type: none"> <li>1. The estate has established and demarcated riparian buffer zone for natural waterways flow through the estate as sighted during site visit at field PM09 A10, buffer zone for Sg. Merotai Kanan. The buffer zone was demarcated with red colour pole. The vegetation along the buffer zone is well maintain.</li> <li>2. The estate installed sump to collect waste water from chemical premixing activities as sighted at the chemical premix area during site visit. The waste water collected were reused back in chemical premixing.</li> <li>3. The estate used solar powered lamp at the main guard post to reduce the dependency on fuel. The estate conducted inspection and maintenance of the solar lamp on monthly basis. Reviewed the monitoring records dated 02/08/2022, 03/09/2022 and 01/10/2022.</li> <li>4. To ensure the Genset were running at optimize condition and using optimize fuel, the estate conducted maintenance service</li> </ol>	
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		on timey basis. reviewed the maintenance record for Genset no 9940 04 and 8840 05 FY 2022 as todote November 2022	
<b>Criterion 3.5:</b> A system for managing human resources is in place.			
3.5.1	Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives where applicable. - Minor Compliance -	The procedure established as Guidelines on Procedure or System of Recruitment, Selection, Hiring, Promotion, Retirement and Termination; Doc. Ref. # E020-01/2019; Doc. Date: 12/8/2019. The procedure was briefed to all existing employees and new employees on periodical basis and made available to them upon requests.	Complied
3.5.2	Employment procedures are implemented, and records are maintained. - Minor Compliance -	Employment procedure implementation (induction training) can be seen via below induction and policy briefing session. A few new joiner records sampled: 1) Date joined: 17/5/2022, USB sorter attendant (Malaysian) female 2) Date joined: 1/11/2022, harvester (Indonesian) male	Complied
<b>Criterion 3.6:</b> An occupational health and safety (H&S) plan is documented, effectively communicated and implemented.			
3.6.1	<b>(C)</b> All operations are risk assessed to identify H&S issues. Mitigation plans and procedures are documented and implemented. - Critical (Major) compliance -	All operation risk and hazard have been assessed and identify during job safety analysis conducted by the management. The record was available and verified as per below:-  <b>Pahang Oil Palm Estate Div 2</b> OSH plan was available dated 05/02/2022, this cover overall safety and health plan in estate included training plan, audiometric test, medical surveillence and others. The company establish the OSH policy dated 03/01/2022 have been brief to all worker on 05/01/2022 verified as per training record. CHRA for Pahang Oil Palm Estate Div 2 have been conducted on 01/09/2018 by Mohd Amin Adrah (JKKP KIM127/453/6(30)). This	Complied

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		<p>assessment was covered Genset, manuring operator, mechanic, premix operator, spraying operator, storekeeper and water treatment operator and also nursery. From the recommendation the genset operator, manuring operator, mechanic, premix operator, sprayer, storekeeper, water treatment operator and nursery need to attend the medical surveillance at OHD and HA.</p> <p>Noise Risk Assessment for Pahang Oil Palm Estate Div 2 conducted by Sherman Services &amp; Supply dated 13/10/2019 (Ref: SSS/NOISE-0170/19). From the recommendation from the assessor the worker need for audiometric test and hearing conservation training yearly basis.</p> <p>HIRARC review latest was on 17/01/2021, no accident record in Pahang Oil Palm Estate Div 2 since last year. The HIRARC and Job Safety Analysis was covered all work in estate included Genset room, harvesting, water treatment plant and others.</p> <p><b>Melewar POM</b></p> <p>OSH plan was available dated 15/01/2022, this cover overall safety and health plan in estate included training plan, audiometric test, medical surveillance and others.</p> <p>HIRARC review dated 14/09/2022 due to changes in Person in charges. The latest accident was on 20/04/2022 and review the HIRARC on 01/07/2022.</p> <p>Noise Risk Assessment for Melewar POM conducted by Sherman Services &amp; Supply dated 15-16/10/2019 (Ref: SSS/NOISE-0172/19). From the recommendation from the assessor the worker need for audiometric test and hearing conservation training yearly basis.</p> <p>CHRA for Melewar POM have been conducted on 21/12/2021-22/03/2022 by Anthony Astral Chan (HQ/15/ASS/00/364). This</p>	
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		<p>assessment was covered Boiler, steriliser, engine room Biogas Plant and etc. From the recommendation the Laboratory need for chemical exposure monitoring and if limit was exceed the medical surveillance need to be conduct.</p> <p><b>Pelita Estate</b></p> <p>OSH plan was available dated 31/01/2022, this cover overall safety and health plan in estate included training plan, audiometric test, medical surveillance and others. The company establish the OSH policy dated 03/01/2022 have been brief to all worker and verified as per training record.</p> <p>CHRA additional assessment on 09/11/2022 as per report HQ/15/ASS/00/364-2022/37 conducted by Anthony Astral Chan for additional chemical. The main CHRA was on 26/07/2018 (Report ref: HQ/17/ASS/00/26-2018/025) conducted by Klinik Mabello Paris Sdn Bhd.</p> <p>Noise Risk Assessment (SSS/NOISE-191/19) conducted by Sherman Services &amp; Supply dated 11/12/2019. From the recommendation from the assessor the worker need for audiometric test and hearing conservation training yearly basis.</p> <p><b>Muis Melewar Plantation 2 Estate</b></p> <p>OSH plan was available dated 19/09/2022, this cover overall safety and health plan in estate included training plan, audiometric test, medical surveillance and others. The company establish the OSH policy dated 03/01/2022 have been brief to all worker and verified as per training record.</p>	
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		<p>CHRA for Muis Melewar Plantation 2 Estate have been conducted on 05/10/2022 by Anthony Astral Chan (HQ/15/ASS/00/364). This assessment was covered Sprayer, premix operator and manuring. Noise Risk Assessment for Muis Melewar Plantation 2 Estate conducted by Sherman Services &amp; Supply dated 07/12/2022 (Ref: SSS/NOISE-0188/19). From the recommendation from the assessor the worker need for audiometric test and hearing conservation training yearly basis.</p>	
3.6.2	<p><b>(C)</b> The effectiveness of the H&amp;S plan to address health and safety risks to people is monitored. - Critical (Major) compliance -</p>	<p>The effectiveness of health and safety plan was been verified as per document and interview at site, the document review as per sample below:-</p> <p><b>Pahang Oil Palm Estate Div 2</b> Audiometric test conducted on 27/10/2022 at Klinik Mabello (Paris) as per report POP2/2223(005)/CK/Juma. From the result there are 6 workers with normal hearing and 1 abnormal hearing. The result of the abnormal was not due to occupational. Hearing conservation training conducted on 13/04/2022 The medical surveillance conducted at Klinik Mabello(Paris) Sdn Bhd by Dr Mohamad Fikri Bin Zanal Abidin (HQ/16/DOC/00/557) dated 15/10/2022 for first batch (35 workers) and 17/10/2022 for second batch (14 workers). From the result showed that all workers were fit to work with chemical.</p> <p><b>Melewar POM</b> The management already approach the hygiene Industry since October 2022 and in progress for conducted chemical exposure monitoring as per latest email 28/11/2022. However the</p>	Non-compliance

		<p>management already send the laboratory workers for medical surveillance and biological monitoring dated on 13/12/2021 at Klinik Mabello (Paris) Sdn Bhd. From the result all workers fit to work with chemical.</p> <p>Audiometric test conducted on 12/10/2022 by Klinik mabello (Paris) Sdn Bhd. The result showed no record for JKPP 7 to be found. PTW dated 21/7/2022 for confined space cleaning was conducted without health declaration certificate by OHD for all authorized entrant personnel for confined space entry programme. Thus a major NC was raised.</p> <p><b>Pelita Estate</b></p> <p>As per OSH plan under inspection &amp; Maintenance they manage to ensure inspect and mitigate risks and hazard in the workplace as per document review latest inspection conducted on 03/12/2022. Medical surveillance conducted yearly basis, latest conducted on 09/11/2022 and the result still pending at Mabello Group Of Clinics. Total workers send was 17 pax from Pelita estate and 14 pax from Sri Mulia Div. Previous Medical surveillance was on 27/10/2021 and result showed all workers was fit to work.</p> <p><b>Muis Melewar Plantation 2</b></p> <p>Medical surveillance was conducted at Mabello Group of Clinics dated 10/11/2022 where it involve 26 workers and result showed all fit to work with chemical.</p> <p>Audiometric test conducted on 17/09/2022 by Mabello Group of Clinics involved 17 workers. From the result there are 15 workers was normal and other 2 was abnormal. After reassessment by OHD the result showed normal.</p>	
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		<p><b>Muis Melewar Plantation 1</b></p> <p>The medical surveillance conducted yearly basis, the record available dated 04/08/2022 involved 42 workers. This medical surveillance conducted at Chong Clinic and the result showed fit to work with chemical.</p> <p>Audiometric test conducted on 08/10/2022 by Chong Clinic involved 35 workers. After assessment by OHD the result showed normal hearing.</p>	
<p><b>Criterion 3.7:</b> All staff, workers, Scheme Smallholders, out-growers, and contract workers are appropriately trained.</p>			
<p>3.7.1</p>	<p><b>(C)</b> A documented programme that provides training is in place, which is accessible to all staff, workers, Scheme Smallholders and out-growers, taking into account gender-specific needs, and which covers applicable aspects of the RSPOP&amp;C, in a form they understand, and which includes assessments of training.</p> <p>- Critical (Major) compliance -</p>	<p>A training programme has been developed and available in the Training and Safety Briefing Plan for Year 2022. The trainings were sighted to have included Gender Specific Training and involves staffs and workers.</p> <p>Covid-19 training and briefings were sighted at the mill and estates. Interview with the workers and staff indicated that they were aware on the SOP during the current pandemic such as social distancing, regular sanitization and use of PPE (Face Mask). After the Noise Risk assessment, the management also provide the workers with ear plug and ear muff that followed as per NRA recommendation.</p>	<p>Complied</p>
<p>3.7.2</p>	<p>Records of training are maintained.</p> <p>- Minor Compliance -</p>	<p>The training record was based on the training needs and plan 2022. The record as per below verification:-</p> <p>Pahang Oil Palm Estate Div 2</p> <p>Policy training for safety and health, environmental, equal opportunity, sexual harassment, social and human right and corruption dated 15/10/2022</p>	<p>Complied</p>

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		<p>Personal protective equipment for EFB application dated 28/10/2022</p> <p>Water treatment plant training conducted on 20/10/2022</p> <p>No Open Burning training dated 15/10/2022 to workers</p> <p>Training for fire prevention to stakeholder dated 16/11/2022 during stakeholder meeting.</p> <p>Training on Biodiversity, HCV and buffer zone training conducted on 15/10/2022.</p> <p>Premix store, PPE, ERP and safety work dated 12/10/2022</p> <p>Training on safety for grass cutting dated 03/10/2022</p> <p>Buffer zone, spraying application and PPE dated 30/09/2022</p> <p>First Aid training dated 28/09/2022</p> <p><b>Melewar POM</b></p> <p>Weighbridge station SOP &amp; Safety Training dated 24/01/2022</p> <p>Training on FFB at grading station dated 24/01/2022 and 4/6/2022</p> <p>Chemical handling for laboratory and safety data sheet training dated 26/01/2022</p> <p>Effluent tertiary plan Training dated 21/06/2022</p> <p>OSH Committee Training dated 25/07/2022</p> <p>Fire fighting and fire drill training dated 22/03/2022</p> <p>Noise exposure training dated 21/11/2022</p> <p>Scheduled waste management &amp; handling training dated 25/11/2022</p> <p>Policy, no open burning awareness, HCV awareness, grievances and complaint procedure and water management training dated 02/12/2022.</p>	
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		<p><b>Pelita Estate</b>  Hearing conservation training conducted on 06/10/2022  SDS training and chemical handling training dated on 08/07/2022  Chemical handling labelling training dated 10/08/2022  Manuring and safety training dated 14/05/2022  Scheduled waste training dated 15/05/2022  Gender training dated 23/06/2022  Integrated Pest Management training dated 12/05/2022  No open burning training dated 10/1/2022  RTE and HCV training dated 24/01/2022  First aid training conducted on 24/11/2022</p> <p><b>Muis Melewar Plantation 2</b>  Training on manuring and best practice to handling the fertiliser dated 15/02/2022  Chemical handling and spraying training dated 23/03/2022  Nursery awareness for safety and best practice dated 25/05/2022  Contractor training with policy, SOP and safety dated 07/09/2022  Fire Fighting and fire drill training dated 20/08/2022</p> <p><b>Muis Melewar Plantation 1</b>  Hearing conservation training dated 08/06/2022  Scheduled waste training dated 06/04/2022  First Aid and emergency Training dated 11/06/2022  Awareness on reduction of Fossil fuel dated 02/04/2022</p>	
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		<p>Safety on Tractor driving training dated 02/02/2022</p> <p>Fire fighting and fire drill training dated 25/05/2022</p> <p>No Open Burning Training dated 18/05/2022</p> <p>Buffer zone &amp; HCV Training dated 18/05/2022</p> <p>Minimum Wages and Boundary awareness dated 11/05/2022</p>	
3.7.3	<p>Appropriate training is provided for personnel carrying out the tasks critical to the effective implementation of the Supply Chain Certification Standard (SCCS). Training is specific and relevant to the task(s) performed.</p> <p>- Minor Compliance -</p>	<p>The mill conducted training for identified personnel involve in RSPO supply Chain Certification Standard as per Critical Control Point. Reviewed the sampled training attendance, training material and training evaluations as follows</p> <ol style="list-style-type: none"> <li>1. Sustainability training – Critical Control Point 1: Reception Training dated 03/09/2022</li> <li>2. Sustainability training – Critical Control 2 – grading station dated 06/09/2022</li> <li>3. Sustainability training – Critical Control 3: Extraction dated 13/09/2022</li> <li>4. Sustainability training – Critical Control 7: CPO/ PK dispatch dated 15/03/2022</li> </ol>	Complied
<p><b>Criterion 3.8:</b> Supply chain requirement for mills (note: All supply chain requirements are considered as <b>Critical (C)</b>. However, it will not contribute to suspension if there is more than 5 non-compliance within a principle)</p>			
3.8.1	<p>Identity Preserved Module</p> <p>A mill is deemed to be Identity Preserved (IP) if the FFB processed by the mill are sourced from plantations/estates that are certified against the RSPO Principles and Criteria (RSPO P&amp;C), or against the Group Certification scheme.</p> <p>Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing</p>	<p>Melewar Palm Oil mill adopted the Mss Balance Module. Thus, the criteria is not applicable.</p>	Complied

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	controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Mass Balance Module is applicable.				
3.8.2	<p><b>Mass Balance Module</b></p> <p>A mill is deemed to be Mass Balance (MB) if the mill process FFB from both RSPO certified and uncertified plantations/estates. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	<p>Melewar Palm Oil mill adopted the Mss Balance Module. The mill adopted the JC Chang Group Standard Operating Procedure for SCC Standard Mass Balance Calculation. Refer doc. no. SC/MBC-08/2022-MOM dated 03/03/2022. In the SOP stated as follows:</p> <p>“Melewar Palm Oil Mill has practice RSPO Module C - Mass Balance method and others supply chain certification standard requirement such as MSPO and ISCC to verify the volumes certified and non-certified FFB entering mill (incoming products_ and also volume sales of certified producers (outgoing products).”</p>	Complied		
3.8.3	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&amp;C certification report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report. Summary of CPO and PK deliver since last audit reported in the table 10 in the report.</p>	Complied		
3.8.4	<p>The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO IT platform.</p>	<p>The mill has met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization, PalmTrace.</p> <p>The registration of PalmTrace will be carried out by the Marketing Department in HQ. Company has registered in PalmTrace system as follows:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">License ID</td> <td>CB131077 (Active)</td> </tr> </table>	License ID	CB131077 (Active)	Complied
License ID	CB131077 (Active)				

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		<table border="1"> <tr> <td>Member Name</td> <td>Carotino/JC Chang Group - Melewar Production Unit</td> </tr> <tr> <td>Member ID</td> <td>RSPO_PO1000000527</td> </tr> <tr> <td>RSPO Membership Number</td> <td>2-0029-06-000-00 (Carotino/ JC Chang Group)</td> </tr> <tr> <td>Type of Business</td> <td>Oil mill</td> </tr> <tr> <td>Issued On</td> <td>18-03-2022</td> </tr> <tr> <td>Issued By</td> <td>BSI Services Malaysia Sdn Bhd.</td> </tr> <tr> <td>Start Date</td> <td>15-03-2022</td> </tr> <tr> <td>End Date</td> <td>06-02-2023</td> </tr> </table>	Member Name	Carotino/JC Chang Group - Melewar Production Unit	Member ID	RSPO_PO1000000527	RSPO Membership Number	2-0029-06-000-00 (Carotino/ JC Chang Group)	Type of Business	Oil mill	Issued On	18-03-2022	Issued By	BSI Services Malaysia Sdn Bhd.	Start Date	15-03-2022	End Date	06-02-2023	
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End Date	06-02-2023																		
3.8.5	<p>Documented procedures</p> <p>The mill shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ol style="list-style-type: none"> <li>a) Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements.</li> <li>b) Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records).</li> <li>c) Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the mill’s procedures for the implementation of this standard.</li> </ol>	<p>Melewar Palm Oil mill adopted the Mss Balance Module. The mill adopted the JC Chang Group Standard Operating Procedure for SCC Standard Mass Balance Calculation. Refer doc. no. SC/MBC-08/2022-MOM dated 03/03/2022. The SOP covers:</p> <ol style="list-style-type: none"> <li>1. Function</li> <li>2. Mass balance calculation</li> <li>3. Definition of periodical</li> <li>4. Purchasing good in boundary</li> <li>5. Mechanism for handling no-conforming oil palm products</li> <li>6. Record keeping</li> <li>7. Sales and good out</li> <li>8. Training</li> <li>9. Outsourced activities</li> </ol>	Complied																

	<p>d) The mill shall have documented procedures for receiving and processing certified and non-certified FFBs including ensuring no contamination in the IP mill.</p>	<p>10. Claims</p> <p>11. Complaints and grievances</p> <p>The Mill Manager has been appointed as Sustainability Operation Manager as per appointment letter dated 15/12/2020 signed by the Mill Director. In the appointment letter stated that Mill Manager has an overall responsibility and authority over the implementation of the procedure, requirements and compliances with all the applicable RSPO Supply Chain Certification Standard.</p> <p>The mill manager has established Sustainability Committee for Person Responsibility to Critical Control Point Established.</p> <p>The mill maintain the records of implementation of the RSPO Supply Chain Certification Standard. Reviewed the implementation as follows:</p> <ol style="list-style-type: none"> <li>2. The mill maintain the records of certified and non-certified FFB receive and processed, CPO/ PK produced and dispatched in Sustainable CPO/PK Mass Balance – Quarterly. Reviewed the mass balance records for the period December 2021 – November 2022</li> <li>3. Internal audit for RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents was conducted together with RSPO Principle and Criteria, MYNI 2019. Reviewed the Internal Audit report conducted on 22 – 24/08/2022.</li> <li>4. The mill conducted training for identified personnel involve in RSPO supply Chain Certification Standard as per Critical Control Point. Reviewed the sampled training attendance, training material and training evaluations as follows             <ol style="list-style-type: none"> <li>1. Sustainability training – Critical Control Point 1: Reception Training dated 03/09/2022</li> </ol> </li> </ol>	
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		<ol style="list-style-type: none"> <li>2. Sustainability training – Critical Control 2 – grading station dated 06/09/2022</li> <li>3. Sustainability training – Critical Control 3: Extraction dated 13/09/2022</li> <li>4. Sustainability training – Critical Control 7: CPO/ PK dispatch dated 15/03/2022</li> </ol>	
3.8.6	<p>Internal Audit</p> <ol style="list-style-type: none"> <li>i) The mill shall have a written procedure to conduct annual internal audit to determine whether the mill:               <ol style="list-style-type: none"> <li>a. Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</li> <li>b. Effectively implements and maintains the standard requirements within its organisation.</li> </ol> </li> <li>ii) Any non-conformities found as part of the internal audit shall be issued corrective action. The outcomes of the internal audits and all actions taken to correct non-conformities shall be subject to management review at least annually. The mill shall maintain the internal audit records and reports.</li> </ol>	<p>The management already establish the SOP for Internal audit referred Guideline for Internal Auditing and Management Review of The sustainability and Supply Chain System; Doc. Ref. T001-03/2018; Doc Date 3/6/2018. Internal Control Assessment dated 22-24/08/2022 by Mr. Carls Ewis Julius, Mr. Edwerd Berian and Ms Rusmiati Nahrudin in Melewar POM. The management review conducted on 23/09/2022, this included to discuss the finding outcome.</p>	Complied
3.8.7	<p>Purchasing and Goods In</p> <ol style="list-style-type: none"> <li>i) The mill shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.</li> <li>ii) The mill shall inform the CB immediately if there is a projected overproduction of certified tonnage.</li> <li>iii) The mill shall have a mechanism in place for handling non-conforming FFB and/or documents.</li> </ol>	<p>As per JC Chang Group Standard Operating Procedure for SCC Standard Mass Balance Calculation. Refer doc. no. SC/MBC-08/2022-MOM dated 03/03/2022 under section 4 purchasing Goods In, stated as follows:</p> <p>“4.3 (A) Weighbridge clerk shall ensure that receiving certified oil palms products (FFB) are in compliance and the following minimum information for certified products is made available by the supplier in document form.”</p> <p>Reviewed the sampled FFB received as follows</p>	Complied

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		<ul style="list-style-type: none"> <li>• Buyer/ mill: Melewar Palm Oil Mill</li> <li>• Seller/ Estate: Tye Yang Estate</li> <li>• Delivery Date: 03/10/2022</li> <li>• Products: Fresh Fruit Bunches</li> <li>• Bunch count/ Weight: 1085 bunches/ 10.39 MT</li> <li>• DO no.: 759102T</li> <li>• Weighbridge Ticket no." FFB22014642W</li> <li>• RSPO Cert. no. RSPO 651276 (Valid till 06/02/2024)</li>   <li>• Buyer/ mill: Melewar Palm Oil Mill</li> <li>• Seller/ Estate: Pahang Oil Palm Estate 3</li> <li>• Delivery Date: 03/10/2022</li> <li>• Products: Fresh Fruit Bunches</li> <li>• Bunch count/ Weight: 6.60 MT</li> <li>• DO no.: 5560PO3</li> <li>• Weighbridge Ticket no." FFB22014633W</li> <li>• RSPO Cert. no. RSPO 651276 (Valid till 06/02/2024)</li> </ul>	
3.8.8	<p>Sales and Goods Out</p> <p>The supplying mill shall ensure that the following minimum information for RSPO certified products is made available in document form. The information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation):</p> <p>a) The name and address of the buyer;</p>	<p>As per JC Chang Group Standard Operating Procedure for SCC Standard Mass Balance Calculation. Refer doc. no. SC/MBC-08/2022-MOM dated 03/03/2022 under section 7 purchasing Goods Sales Good Out, stated as follows:</p> <p>"7.1 Weighbridge clerk shall ensure weighnbridge ticket used for certified products delivered include the following information:".</p> <p>Reviewed the sampled CPO/PK dispatch as follows</p>	Complied

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	<ul style="list-style-type: none"> <li>b) The name and address of the seller;</li> <li>c) The loading or shipment / delivery date;</li> <li>d) The date on which the documents were issued;</li> <li>e) RSPO certificate number;</li> <li>f) A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations);</li> <li>g) The quantity of the products delivered;</li> <li>h) Any related transport documentation;</li> <li>i) A unique identification number.</li> </ul>	<p>CPO Sales</p> <ul style="list-style-type: none"> <li>• Buyer: Lahad Datu Edible Oils SDn. Bhd. (LDEO)</li> <li>• Seller: Melewar Palm Oil Mill</li> <li>• Date: 23/10/2022</li> <li>• Products: Crude Palm Oil/ RSPO MB</li> <li>• Quantity/ Weight: 32.87 MT</li> <li>• DO no. 46986</li> <li>• Contract no.: LDO/01P2209/0055L</li> <li>• RSPO Cert. no. RSPO 651276 (Valid till 06/02/2024)</li> </ul> <p>PK Sales</p> <ul style="list-style-type: none"> <li>• Buyer: Lahad Datu Edible Oils SDn. Bhd. (LDEO)</li> <li>• Seller: Melewar Palm Oil Mill</li> <li>• Date: 28/10/2022</li> <li>• Products: Palm Kernel/ RSPO MB</li> <li>• Quantity/ Weight: 24.08 MT</li> <li>• DO no. 14271</li> <li>• Contract no.: LDO/36P2209/0059L</li> <li>• RSPO Cert. no. RSPO 651276 (Valid till 06/02/2024)</li> </ul>	
3.8.9	<p>Outsourcing Activities</p> <ul style="list-style-type: none"> <li>i) The mill shall not outsource its milling activities. In cases where he mill outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the mill holding the certificate shall ensure that the independent third party complies with relevant requirements of this RSPO Supply Chain Certification</li> <li>ii) The mill shall ensure the following:             <ul style="list-style-type: none"> <li>a) The mill has legal ownership of all input material to be included in outsourced processes</li> </ul> </li> </ul>	<p>The outsource in Melewar POM was involved only for transportation of products CSPO and CSPK. This implementation was based on the procedure; Doc Ref; CCP/07-06/2021-MOM; Critical control point 7: CPO and PK despatch and Transportation dated 15/11/2021. Sighted the recent contract for both CSPO and CSPK were delivered hence requiring outsource process; transportation. Sighted as per below record:-</p> <p>CPO transportation agreement between Melewar Oil Palm Sdn Bhd and Pengangkutan Dagang Tera Sdn Bhd; Dated 1/10/2022 and valid until 30/9/2025.</p>	Complied

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	<p>b) The mill has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the mill to ensure that certification body (CB) has access to the outsourcing contractor or operation if an audit is deemed necessary.</p> <p>c) The mill has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p> <p>d) The mill shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and all information, when this is announced in advance.</p>	<p>Palm Kernel Transportation Agreement between Melewar Oil Palm Sdn Bhd and Pengangkutan Dagang Tera Sdn Bhd; 1/10/2022 and renew valid until 30/09/2025.</p>	
3.8.10	<p>The mill shall record the names and contact details of all contractors used for the physical handling of RSPO certified oil palm products.</p>	<p>Names and contact details of transporters that physically handle certified oil palm products were recorded and available for verification in the Stakeholder List – Contractor which was last updated on Jan 2022.</p>	Complied
3.8.11	<p>The mill shall inform its CB in advance prior to conduct of its next audit of the names and contact details of any new contractor used for the physical handling of RSPO certified oil palm products.</p>	<p>Names and contact details of transporters used for the physical handling of RSPO certified oil palm products to be informed by mill supply chain PIC upon available.</p>	Complied
3.8.12	<p>Record keeping</p> <p>i) The mill shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of this RSPO Supply Chain Certification Standard requirements.</p> <p>ii) Retention times for all records and reports shall be a minimum of two (2) years and shall comply with relevant legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.</p>	<p>Melewar POM have kept records such as Supply Chain Procedures, SCCS Internal Audits, SCCS Trainings, Mass Balance Records and Despatch Notes that were available for verification.</p> <p>The records are kept for 7 years as per own SOP, Standard Operation Procedure for SCC Standard Mass Balance Calculation; Record Keeping. Doc Ref No: SC/MBC-07/2021-AOM; Document Date: 13/08/2021. Verified records as below:</p> <p>a. Sales of CPO/RSPO MB; Contract MP/A0753/06/22 (LDO/01P2205/0039L); Weighbridge Ticket Number:</p>	Complied

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	<p>iii) For Identity Preserved Module, the mill shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis.</p> <p>iv) For Mass Balance Module, the mill:</p> <p>a) Shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and / or three-monthly basis.</p> <p>b) All volumes of certified CPO and PK that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.</p> <p>c) The mill can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a mill is allowed to sell short (i.e. product can be sold before it is in stock).</p>	<p>CPORS22000540W; Date: 25/06/2022; Net Weight: 32,560 kg.</p> <p>b. Sales of PK/RSPO MB; Contract LDO/36P2204/0045L; Weighbridge Ticket Number: PK22000103W; Date: 24/05/2022; Net Weight: 24.69 Mt</p> <p>Melewar Palm Oil Mill receives and processes both certified and non-certified FFB. Hence it uses the Mass Balance Module.</p> <p>a. The mill has recorded and balanced all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on three monthly basis. The records were available in the Quarterly Mass Balance 2022.</p> <p>b. Quarterly Mass balance 2022 was reviewed. All the certified CPO and PK products sold were deducted from the accounting system. Sales of Certified products as ISCC or downgraded as conventional products have been deducted from the accounting system.</p> <p>c. Quarterly Mass balance 2022 was reviewed. All sales of certified CPO and PK were from positive stocks.</p>													
<p>3.8.13</p>	<p><b>Extraction Rate</b></p> <p>The oil extraction rate (OER) and the kernel extraction rate (KER) shall be applied to provide a reliable estimate of the amount of certified CPO and PK from the associated inputs. Mill shall determine and set their own extraction rates based upon past experience, documented and applied it consistently.</p>	<p>The OER and KER are measured daily and reported on a daily, weekly and summarized on a monthly and yearly basis through the mill production report. The OER and KER is derived on an actual CPO and PK production against the FFB received.</p> <table border="1" data-bbox="1153 1141 1928 1331"> <thead> <tr> <th>Month</th> <th>OER %</th> <th>KER %</th> </tr> </thead> <tbody> <tr> <td>September</td> <td>21.13</td> <td>4.13</td> </tr> <tr> <td>October</td> <td>22.16</td> <td>4.00</td> </tr> <tr> <td>November</td> <td>21.36</td> <td>4.11</td> </tr> </tbody> </table>	Month	OER %	KER %	September	21.13	4.13	October	22.16	4.00	November	21.36	4.11	<p>Complied</p>
Month	OER %	KER %													
September	21.13	4.13													
October	22.16	4.00													
November	21.36	4.11													

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3.8.14	Extraction rates shall be updated periodically to ensure accuracy against actual performance or industry average if appropriate.	The facility is using the actual extraction rate and therefore updating of rates is not necessary.	Complied
3.8.15	<p>Processing</p> <p>For Identity Preserved Module, the mill shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm products, including during transport and storage to strive for 100% separation.</p>	Not applicable as Melewar Palm Oil Mill is opted for Mass Balance module.	Complied
3.8.16	<p>Registration of Transactions</p> <p>i) Shipping Announcement in the RSPO IT platform shall be carried out by the mills when RSPO certified products are sold as certified to refineries, crushers, and traders not more than three months after dispatch with the dispatch date being the Bill of Lading or the dispatch documentation date.</p> <p>ii) Remove: RSPO certified volumes sold under different scheme or as conventional, or in case of underproduction, loss or damage shall be removed in the RSPO IT platform.</p>	<p>Shipping Announcement in the RSPO IT was carried out by the mills upon sale of RSPO certified products not more than three months after dispatch. Sampled the shipping announcement as below:</p> <p>c. Product Name: CSPO; Transaction ID: TR-cfd8e0fa-a1df, last delivery on 09/07/2022, created on 16/07/2022 and announcement confirmed on 30/08/2022. Contract under MP/A0754/06/22 dated 30/06/2022 with total request 1650 mt.</p> <p>d. Product Name: CSPK; transaction ID: TR-5aefc71a-8046; Last Delivery on 30/05/2022, Created on 01/06/2022 and confirmed on 29/06/2022. Contract under MP/2500/05/22 dated 30/05/2022 with total request 350 mt.</p> <p>RSPO certified volumes sold under ISCC scheme and as conventional were removed in the RSPO IT platform.</p>	Complied
3.8.17	<p>Claims</p> <p>The mill shall only make claims regarding the production of RSPO certified oil that are in compliance with the RSPO Rules on Market Communications and Claims.</p>	There had been no claim made using RSPO logo & trademark by the mill.	Complied
<b>General corporate communications</b>			

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4.1	A corporate communication is one made by any RSPO member that highlights its membership of the RSPO and/or its commitment to the principles of the RSPO. Corporate communication is an 'off-product' claim.	Melewar Palm Oil Mill is not using general corporate communications. Verified during the site visit and interview conducted to workers.	Complied
4.2	In corporate communications a member is allowed to: a. Display its RSPO membership status b. Display the RSPO web address (www.rspo.org) c. State that the member supports the work of the RSPO d. State the member's history with regard to the RSPO. e. Use the RSPO trademark to promote its membership of the RSPO. Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text 'Check our progress at www.rspo.org' where the link must lead to the member's profile page.	Melewar Palm Oil Mill is not using general corporate communications. Verified during the site visit and interview conducted to workers.	Complied
4.3	In corporate communications RSPO members must not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	Melewar Palm Oil Mill is not using general corporate communications. Verified during the site visit and interview conducted to workers.	Complied
4.4	Members must ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member's own products.	Melewar Palm Oil Mill is not using general corporate communications. Verified during the site visit and interview conducted to workers.	Complied
4.5	Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document. This is for the sole use of the RSPO secretariat.	Melewar Palm Oil Mill is not using general corporate communications. Verified during the site visit and interview conducted to workers.	Complied
<b>Business to business communications</b>			
5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply chain about the use of certified sustainable oil palm products.	Melewar POM was not made any claims for its sustainable products. Hence this requirement is not applicable.	Complied

5.2	When confirming the sale of certified oil palm products, members must adhere to the requirements of the RSPO SCCS. This includes stating the supply chain model and certificate number under which the claim is being made.	Melewar POM was not made any claims for its sustainable products. Hence this requirement is not applicable.	Complied
5.3	<p>Where a distributor or wholesaler takes title to products containing certified sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options:</p> <p>a. If the distributor or wholesaler holds only a Distributor license, it may only communicate RSPO-certified oil palm products by linking the product to the manufacturer using the manufacturer’s SCCS certificate number. This covers both brand and own brand products. However, in the case of own brand products it is essential that customers are aware that the product has been made on behalf of the distributor or wholesaler, with specific evidence either through on-pack claims or documentation.</p> <p>b. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.</p>	Melewar POM is not using business to business corporate communications. Verified during the site visit and interview conducted to workers.	Complied
<b>MODULE B – MASS BALANCE SPECIFIC RULES</b>			
<b>Minimum Mass Balance content</b>			
	95% or above of the oil palm content must be RSPO MB-certified.	<p>The CSPO and CSPK produced in Asia palm Oil Mill is 100% RSPO MB Certified.</p> <p>Oil palm claimed for MB certified contain of 100% CPO or PK MB-certified.</p>	Complied
	Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the	The CSPO and CSPK produced in Asia palm Oil Mill is 100% RSPO MB Certified.	Complied

	requirements of the RSPO SCCS. In addition, the non-certified volume must be covered by equivalent volume of RSPO Credits.	Oil palm claimed for MB certified contain of 100% CPO or PK MB-certified.	
<b>Labelling and trademark (MB)</b>			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> <li>• Surrounded by the text: 'Certified sustainable palm oil'.</li> <li>• The RSPO label MUST contain the tag 'MIXED'. The tag MIXED designates oil palm products sourced under the Mass Balance (MB) supply chain system, which administratively balances inputs and outputs of certain palm oil volumes. The tag 'MIXED' on a product does not guarantee that the product itself contains the certified material; some or all of it may reside in a product that does not carry a claim.</li> <li>• The RSPO label can also include the statement: '[The palm oil contained in this product] contributes to the production of certified sustainable palm oil'.</li> <li>• Wherever the RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4 pt (1.4 mm or 0.06 inch).</li> <li>• In on-pack communications, the RSPO trademark can be printed anywhere on the pack. Further guidance on use of the trademark is provided in the RSPO Trademark License Terms and Conditions and in Annex 1 of the Rules on Market Communications &amp; Claims document.</li> </ul>	Melewar POM is not using or claim RSPO Label and Trademark for MB.	Complied
<b>Messaging (MB)</b>			
	<p>Messaging ALLOWED in storytelling in product-related communications includes:</p> <ul style="list-style-type: none"> <li>• [Oil palm products]/[palm oil]/[palm kernel oil] from RSPO-certified mills and plantations were mixed with non-certified oil palm products in the supply chain.</li> </ul>	Melewar POM is not using or claim RSPO Label and Trademark for MB.	Complied

	<ul style="list-style-type: none"> <li>The volume of [oil palm products][palm oil]/[palm kernel oil] in this product reflects an equivalent volume of palm oil or palm kernel oil produced by RSPO certified mills and plantations.</li> </ul> <p>In off-product communications, reference to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown in company records is allowed.</p> <p>Messaging NOT ALLOWED in storytelling in product-related communications:</p> <ul style="list-style-type: none"> <li>Anything that can lead consumers to believe that RSPO-certified palm products are (certified to be) part of the product.</li> </ul>		
<p><b>Principle 4: Respect community and human rights and deliver benefits</b></p>			
<p><b>Criterion 4.1:</b> The unit of Certification respects human rights, which includes respecting the rights of Human Rights Defenders.</p>			
<p>4.1.1</p>	<p><b>(C)</b> A policy to respect human rights, including prohibiting retaliation against Human Rights Defenders (HRD), is documented and communicated to all levels of the workforce, operations, FFB suppliers and local communities and prohibits intimidation and harassment by the unit of certification and contracted services, including contracted security forces.</p> <p>- Critical (Major) compliance -</p>	<p>Melewar group estates subscribe to J.C Chang Group’s Social &amp; Human Rights Policy, which was established on 14 November 2019, signed by Plantation Director, Mr. Tee Swee Kee. This Policy was communicated to all level of workforce and other relevant stakeholders during due diligence process signing and stakeholders meeting. Latest session with internal stakeholder (POP2 Estate) was carried out on 15/10/22.</p>	<p>Complied</p>
<p>4.1.2</p>	<p>The unit of certification does not instigate violence or use any form of harassment in their operations.</p> <p>- Minor compliance -</p>	<p>Based on the interview of internal stakeholders among workers as well relevant external stakeholders, the mill and estates within MPU do not instigate violence or use any form of harassment in their operations.</p>	<p>Complied</p>
<p><b>Criterion 4.2:</b> There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties</p>			
<p>4.2.1</p>	<p><b>(C)</b> The mutually agreed system, open to all affected parties, resolves disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants, HRD, community spokespersons and whistle-</p>	<p>Based on the records of complaints and grievances no issue of whistle-blowing that requires anonymity of complainants and/or grievance parties. Interview conducted with internal stakeholders</p>	<p>Complied</p>

	blowers, where requested, without risk of reprisal or intimidation and follows the RSPO policy on respect for HRD. - Critical (Major) compliance -	among workers and relevant external stakeholders also confirmed the information.	
4.2.2	Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties. - Minor compliance -	The consultation and communication procedure available for the JC Chang Group is the SOP on Mechanism for Communication and Consultation (Doc. Ref. No. E/004-08/2019) dated 12 August 2019. This procedure specifies the mechanism of communication and consultation with all its stakeholders. There are three methods of communication and consultations; i.e. via the Joint Consultative Meeting (for workers), verbal or written complaints and using the complaint box located outside the office of each unit (for all stakeholders including all employees, neighbouring estates, smallholders, NGOs, business associates, NGOs, etc).  To ensure understanding by illiterate parties, the briefings were given verbally, and when necessary, translators from among the workers (usually a worker representatives) are sought to translate documents including procedures for dealing with complaints and grievances. For example, latest briefing on the procedures was done on 18/10/22 at Muis Melewar Estate 2.	Complied
4.2.3	The unit of certification keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders. - Minor compliance -	Based on complaints records sighted, aggrieved parties were informed of the progress of their grievance, and the outcome was communicated and acknowledged by the complainant. No latest complaint reported as of to date. For example at Pelita Estate, the last complaint recorded was in 14/7/2014.  Similarly, reports of repairs that needed to be carried out also contained status of repair works done and acknowledged by the complainant. At Pelita Estate, details of request as per below:	Complied

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		Workers : Request genset operation extension until 12 am for weeding ceremony preparation. Receive date:9/8/22. Completion date: 9/8/22									
4.2.4	The conflict resolution mechanism includes the option of access to independent legal and technical advice, the ability for complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator. - Minor compliance -	Clause 5.5 of Grievance Mechanism Doc. No. SQD/SMS/4.1 Issue No. 1 dated 1 August 2020 gives the option to engage independent legal, technical advice and third-party mediator.	Complied								
<b>Criterion 4.3:</b> The unit of Certification contributes to local sustainable development as agreed by local communities.											
4.3.1	Contributions to community development that are based on the results of consultation with local communities are demonstrated. - Minor compliance -	Based on the interview of internal stakeholders among workers and relevant external stakeholders, contributions to community development are demonstrated. Among CSR activities in 2022 were: <ul style="list-style-type: none"> <li>- Contribution for people in needs (house fix) at Paris 3 (August 2022)</li> <li>- Contribution for school bus fees (November 2022)</li> <li>- Paris 3 fire outbreak incident, donation to house owner (August 2022)</li> </ul>	Complied								
<b>Criterion 4.4:</b> Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.											
4.4.1	<b>(C)</b> Documents showing legal ownership or lease, or authorised use of customary land authorised by customary landowners through a Free, Prior and Informed Consent (FPIC) process. Documents Related to the history of land tenure and the actual legal or customary use of the land are available. - Critical (Major) compliance -	Documents showing legal ownership or lease available as summarized below: <table border="1" data-bbox="1137 1134 1928 1361"> <thead> <tr> <th>Estate</th> <th>Lot No/Hectare</th> <th>Lease period</th> <th>Authorised used of land</th> </tr> </thead> <tbody> <tr> <td>POP2</td> <td>4 land titles 1) CL095317285, 1996.22 ha</td> <td>1/1/1984 – 31/12/2084 &amp;</td> <td>Cultivation of oil palm, Cocoa and/or Agricultural crop of economic value</td> </tr> </tbody> </table>	Estate	Lot No/Hectare	Lease period	Authorised used of land	POP2	4 land titles 1) CL095317285, 1996.22 ha	1/1/1984 – 31/12/2084 &	Cultivation of oil palm, Cocoa and/or Agricultural crop of economic value	Complied
Estate	Lot No/Hectare	Lease period	Authorised used of land								
POP2	4 land titles 1) CL095317285, 1996.22 ha	1/1/1984 – 31/12/2084 &	Cultivation of oil palm, Cocoa and/or Agricultural crop of economic value								

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			2) CL095317490, 199.40 ha 3) CL095317516, 199.80 ha 4) 194.90 ha Total title area: 2671.80 ha	1/1/1990 – 31/12/2088		
		Pelita	3 land titles i) CL115397496, 696.3 ha ii) CL115403757, 202 ha iii) CL115398368, 202.6 ha	1/1/1995 – 31/12/2093  Land title no. ii & iii 1/1/1998 – 31/12/2096	i) For cultivation of an agricultural crop of economic value  ii & iii) For cultivation of oil palm	
		MMP1	CL105426784, 2320 ha	1/1/1984 – 31/12/2084	Cocoa and/or Agricultural crop of economic value	
		MMP2	CL245360525, 1793 ha	1/1/1997 – 31/12/2095	For cultivation of an agricultural crop of economic value	
4.4.2	Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include:	No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with				Complied

		neighbouring has confirmed no FPIC process at all visited estates. Thus, this requirement is not applicable.	
4.4.2a	Evidence that a plan has been developed through consultation and discussion in good faith with all affected groups in the communities, with particular assurance that vulnerable, minorities’ and gender groups are consulted, and that information has been provided to all affected groups, including information on the steps that are taken to involve them in decision making. - Minor compliance -	No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates. Thus, this requirement is not applicable.	Complied
4.4.2b	Evidence that the unit of certification has respected communities’ decisions to give or withhold their consent to the operation at the time that these decisions were taken. - Minor compliance -	No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates. Thus, this requirement is not applicable.	Complied
4.4.2c	Evidence that the legal, economic, environmental and social implications of permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the unit of certification’s title, concession or lease on the land. - Minor compliance -	No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates. Thus, this requirement is not applicable.	Complied
4.4.3	<b>(C)</b> Maps of an appropriate scale showing the extent of recognised legal, customary or user rights are developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities). - Critical (Major) compliance -	No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates. Thus, this requirement is not applicable.	Complied
4.4.4	All relevant information is available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. - Minor compliance -	No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates. Thus, this requirement is not applicable.	Complied

4.4.5	<p><b>(C)</b> Evidence is available to show that communities are represented through institutions or representatives of their own choosing, including by legal counsel if they so choose.</p> <p>- Critical (Major) compliance -</p>	No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates. Thus, this requirement is not applicable.	Complied
4.4.6	<p>There is evidence that implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties.</p> <p>- Minor compliance -</p>	No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates. Thus, this requirement is not applicable.	Complied
<p><b>Criterion 4.5:</b> No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.</p>			
4.5.1	<p><b>(C)</b> Documents showing identification and assessment of demonstrable legal, customary and user rights are available.</p> <p>- Critical (Major) compliance -</p>	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
4.5.2	<p><b>(C)</b> FPIC is obtained for all oil palm development through a comprehensive process, including in particular, full respect for their legal and customary rights to the territories, lands and resources via local communities' own representative institutions, with all the relevant information and documents made available, with option of resourced access to independent advice through a documented, long-term and two-way process of consultation and negotiation.</p> <p>- Critical (Major) compliance -</p>	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
4.5.3	<p>Evidence is available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the unit of certification is signed and ratified by these local peoples.</p>	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied

	Negotiated agreements are non-coercive and entered into voluntarily and carried out prior to new operations. - Minor compliance -		
4.5.4	To ensure local food and water security, as part of the FPIC process, participatory SEIA and participatory land-use planning with local peoples, the full range of food and water provisioning options are considered. There is transparency of the land allocation process. - Minor compliance -	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
4.5.5	Evidence is available that the affected communities and rights holders have had the option to access to information and advice that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands. - Minor compliance -	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
4.5.6	Evidence is available that the communities (or their representatives) gave consent to the initial planning phases of the operations prior to the issuance of a new concession or land title to the operator. - Minor compliance -	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
4.5.7	New lands are not acquired for plantations and mills after 15 November 2018 as a result of recent (2005 or later) expropriations without consent under the right of eminent domain of the federal and state land acquisition legislations. - Minor compliance -	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
4.5.8	<b>(C)</b> New lands are not acquired in areas inhabited by communities in voluntary isolation. - Critical (Major) compliance -	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied

<p><b>Criterion 4.6:</b> Any negotiations Concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>			
4.6.1	<p><b>(C)</b> A mutually agreed procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, is in place.                      - Critical (Major) compliance -</p>	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
4.6.2	<p><b>(C)</b> A mutually agreed procedure for calculating and distributing fair compensation (monetary or otherwise) is established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation.                      - Critical (Major) compliance -</p>	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
4.6.3	<p>Evidence is available that equal opportunities are provided to both men and women to hold land titles for scheme small holdings.                      - Minor compliance -</p>	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
4.6.4	<p>The process and outcomes of any negotiated agreements, compensation and payments are documented, with evidence of the participation of affected parties, and made publicly available to them.                      - Minor compliance -</p>	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
<p><b>Criterion 4.7:</b> Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their FPIC and negotiated agreements.</p>			
4.7.1	<p><b>(C)</b> A mutually agreed procedure for identifying people entitled to compensation is in place.                      - Critical (Major) compliance -</p>	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
4.7.2	<p><b>(C)</b> A mutually agreed procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established and</p>	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders	Complied

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	implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. - Critical (Major) compliance -	interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	
4.7.3	Communities that have lost access and rights to land for plantation expansion are given opportunities including employment and supply contracts to benefit from plantation development. - Minor compliance -	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
<b>Criterion 4.8:</b> The right to use the land is demonstrated and is not legitimately contested by local people who can demonstrate that they have legal, customary, or user rights.			
4.8.1	Where there are or have been disputes, proof of legal acquisition of title and evidence that mutually agreed compensation has been made to all people who held legal, customary, or user rights at the time of acquisition is available and provided to parties to a dispute, and that any compensation was accepted following a documented process of FPIC. - Minor compliance -	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
4.8.2	<b>(C)</b> Land conflict is not present in the area of the unit of certification. Where land conflict exists, acceptable conflict resolution processes (see Criteria 4.2 and 4.6) are implemented and accepted by the parties involved. In the case of newly acquired plantations, the unit of certification addresses any unresolved conflict through appropriate conflict resolution mechanisms. - Critical (Major) compliance -	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
4.8.3	Where there is evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations and there remain parties with demonstrable customary and land use rights, these claims will be settled using the relevant requirements (Indicators 4.4.2, 4.4.3 and 4.4.4) - Minor compliance -	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied

4.8.4	For any conflict or dispute over the land, the extent of the disputed area is mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). - Minor compliance -	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MME1 and MME2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
<b>Principle 5: Support smallholder inclusion</b>			
<b>Criterion 5.1:</b> The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.			
5.1.1	Current and previous period prices paid for FFB are publicly available and accessible by smallholders. - Minor compliance -	Melewar POM displayed the current and previous period prices paid for FFB in front of the weighbridge counter on a whiteboard. FFB price is based on Daily Reference Price Summary by Region (mill gate) (RM/ 1% OER) for November from 1/11/2022 to 30/11/2022.	Complied
5.1.2	<b>(C)</b> Evidence is available that the unit of certification explains the FFB pricing to smallholders on request from individual smallholders (at least once a year or upon request). - Critical (Major) compliance -	Evidence available that the FFB pricing explained to smallholders through Fresh Fruit Bunches Sales and Purchase Agreement sampled below: i) Suria Binti Sappe, agreement date: 1/12/19 ii) Abdul Rahman Bin Said, agreement date: 1/3/17 iii) Masni Bnti Zulkifli, agreement date: 10/2/17 Latest session was carried out during stakeholder meeting on 16/11/2022.	Complied
5.1.3	<b>(C)</b> Fair pricing, calculated as a portion of the international CPO price less costs is provided to smallholders in the supply base and documented. - Critical (Major) compliance -	FFB pricing and calculation were included in the FFB Sales and Purchase Agreement which was based on the MPOB price as well as the FFB grading quality. Apart from being explained during the signing of the agreement, explanation to all FFB suppliers was also done through letters and emails which was last made on monthly basis.	Complied
5.1.4	<b>(C)</b> Evidence is available that all parties, including women and independent representative organisations assisting smallholders where requested, are involved in decision-making processes and understand the	Continuous Improvement Plan for Melewar Palm Oil Mill FY 2021/2022; Social Impacts – Support Smallholder Program; Budgeted rate to engaged qualified trainer to guide smallholders on	Complied

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	contracts. These include those involving finance, loans/credits, and repayments through FFB price reductions for replanting and or other support mechanisms where applicable. - Critical (Major) compliance -	implementing good safety practice e.g. spraying, manuring, and harvesting etc.	
5.1.5	Contracts are fair, legal and transparent and have an agreed timeframe. - Minor compliance -	Contracts are fair, legal and transparent and have an agreed timeframe as per sample sighted for Melewar POM FFB Sales and Purchase Agreement between Melewar Properties Sdn. Bhd. (Buyer) and the following sampled smallholders: i) Suria Binti Sappe, agreement date: 1/12/19 ii) Abdul Rahman Bin Said, agreement date: 1/3/17 iii) Masni Bnti Zulkifli, agreement date: 10/2/17	Complied
5.1.6	<b>(C)</b> Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given. - Critical (Major) compliance -	Based on the agreements, full payment shall be made by Buyer to Seller for the whole month's deliveries not later than ten (10) working days after the official announcement of the MPOB Crude Palm Oil and Palm Kernel prices. Records shown all payments were made on time. E.g.: i) Payment Advice reference no. A1SBn26js2J2 dated 7/10/22 to Masni Bnti Zulkifli ii) Payment Advice reference no. A1SBk1Qc9diU, dated 7/10/22 to Suria Binti Sappe.	Complied
5.1.7	Weighbridges used for determining payment to smallholders are verified by an independent third party on a regular basis (this can be government). - Minor compliance -	Melewar POM verified its weighing equipment as per mandatory requirements of Weights and Measures Act 1972 as per latest records of stamping by Metrology Corporation Malaysia Sdn. Bhd. as following: i) Weighbridge stamp #2.1K-Q030603, Serial #163650129, Model: 80,000 kg Avery ZM 305, Calibration date: 17/11/2022 ii) Weighbridge stamp #2.1K-Q030476, Serial #153250276, Model: 60,000 kg Avery ZM 305, Calibration date: 28/6/2022	Complied

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5.1.8	<p>The unit of certification supports Independent Smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholders on who runs the internal control system (ICS), who holds the certificates, and who holds and sells the certified material.</p> <p>- Minor compliance -</p>	<p>JC Chang has established a programme entitled "Smallholder Support Program" [doc. no.: E/025-01/2019, dated 12/08/2019] to support any smallholders who has the interest in RSPO certification. Among the supportFs offered are: - Best practices of cultivation to enhance productivity and quality of products - Information sharing related to sustainability - Sustainability certification (only for RSPO and MSPO) information - Promote legality of FFB production through consultation The above programme was promoted by the certification through consultation (e.g. social media, meetings, etc.). Nonetheless, the smallholders have yet to show interest in RSPO certification.</p>	Complied
5.1.9	<p><b>(C)</b> The unit of certification has a grievance mechanism for smallholders and all grievances raised are dealt with in a timely manner.</p> <p>- Critical (Major) compliance -</p>	<p>Melewar POM established its own Complaint Grievance Procedure based on the company's documented SOP on Mechanisms for Communication and Consultation; Doc. Ref. # E/004-08/2019; Date: 12/08/2019. Nonetheless, since the last assessment, there has been no complaint received from smallholders.</p>	Complied
<b>Criterion 5.2:</b> The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.			
5.2.1	<p>The Company consults with interested smallholders (irrespective of type) within the Unit of Certification, including women or other partners in their supply base, to assess their needs for support to improve their livelihoods and their interest in RSPO certification.</p> <p>- Minor compliance -</p>	<p>JC Chang has established a programme entitled "Smallholder Support Program" [doc. no.: E/025-01/2019, dated 12/08/2019] to support any smallholders who has the interest in RSPO certification. Among the supports offered are: - Best practices of cultivation to enhance productivity and quality of products - Information sharing related to sustainability - Sustainability certification (only for RSPO and MSPO) information - Promote legality of FFB production through consultation The above programme was promoted by the certification through consultation (e.g. social media, meetings, etc.). Nonetheless, the smallholders have yet to show interest in RSPO certification.</p>	Complied

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5.2.2	<p>The unit of certification develops and implements smallholder support programme to improve smallholder livelihood and build their capacity to enhance productivity, quality, organisational and managerial competencies, and specific elements of RSPO certification (including the RSPO Independent Smallholder Standard or RISS).</p> <p>- Minor compliance -</p>	<p>JC Chang has established a programme entitled "Smallholder Support Program" [doc. no.: E/025-01/2019, dated 12/08/2019] to support any smallholders who has the interest in RSPO certification. Among the supports offered are: - Best practices of cultivation to enhance productivity and quality of products - Information sharing related to sustainability - Sustainability certification (only for RSPO and MSPO) information - Promote legality of FFB production through consultation The above programme was promoted by the certification through consultation (e.g. social media, meetings, etc.). Nonetheless, the smallholders have yet to show interest in RSPO certification.</p>	Complied
5.2.3	<p>Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production.</p> <p>- Minor compliance -</p>	<p>JC Chang has established a programme entitled "Smallholder Support Program" [doc. no.: E/025-01/2019, dated 12/08/2019] to support any smallholders who has the interest in RSPO certification. Among the supports offered are: - Best practices of cultivation to enhance productivity and quality of products - Information sharing related to sustainability - Sustainability certification (only for RSPO and MSPO) information - Promote legality of FFB production through consultation The above programme was promoted by the certification through consultation (e.g. social media, meetings, etc.). Nonetheless, the smallholders have yet to show interest in RSPO certification.</p>	Complied
5.2.4	<p><b>(C)</b> Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling.</p> <p>- Critical (Major) compliance -</p>	<p>JC Chang has established a programme entitled "Smallholder Support Program" [doc. no.: E/025-01/2019, dated 12/08/2019] to support any smallholders who has the interest in RSPO certification. Among the supports offered are: - Best practices of cultivation to enhance productivity and quality of products - Information sharing related to sustainability - Sustainability certification (only for RSPO and MSPO) information - Promote legality of FFB production through consultation The above programme was promoted by the</p>	Complied

		certification through consultation (e.g. social media, meetings, etc.). Nonetheless, the smallholders have yet to show interest in RSPO certification.	
5.2.5	The unit of certification regularly reviews and publicly reports on the progress of the Smallholder support programme. - Minor compliance -	JC Chang has established a programme entitled "Smallholder Support Program" [doc. no.: E/025-01/2019, dated 12/08/2019] to support any smallholders who has the interest in RSPO certification. Among the supports offered are: - Best practices of cultivation to enhance productivity and quality of products - Information sharing related to sustainability - Sustainability certification (only for RSPO and MSPO) information - Promote legality of FFB production through consultation The above programme was promoted by the certification through consultation (e.g. social media, meetings, etc.). Nonetheless, the smallholders have yet to show interest in RSPO certification.	Complied
<b>Principle 6: Respect workers' rights and conditions</b>			
<b>Criterion 6.1:</b> Any form of discrimination is prohibited.			
6.1.1	<b>(C)</b> A publicly available non-discrimination and equal opportunity policy is implemented in such a way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age. - Critical (Major) compliance -	An Equal Opportunities Policy dated 12 <sup>th</sup> August 2019 was established and signed by Plantation Director, Mr. Tee Swee Kee. The Policy is available in both Malay and English languages. The policy prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age. Latest policy briefing was carried out on 15 <sup>th</sup> October 2022 at Pahang Oil Palm Estate 2.	Complied
6.1.2	<b>(C)</b> Evidence is provided that workers and groups including local communities, women, and migrant workers have not been discriminated against including charging of recruitment fees for foreign workers. - Critical (Major) compliance -	Records of employments and interview conducted on-site with sampled internal and external stakeholders confirmed that the workers and groups including local communities, women, and migrant workers have not been discriminated against. Recruitment process detailed out under, Guidelines on Terms & Conditions of	Complied

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		Employment for Sabah Estate’s Workers, doc. ref. no. E/009-07/2020 dated 9/4/2020.							
6.1.3	The unit of certification demonstrates that recruitment selection, hiring, access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available. - Minor compliance -	JC Chang’s mill and estates have implemented its recruitment based on the company’s Guidelines on Procedure of Recruitment, Selection, Hiring, Promotion, Retirement and Termination; Doc. Ref. # E020- 01/2019; Doc. Date: 12/08/2019. Sighted sample advertisements and records of new employee’s recruitments as well as promotion of exiting employees confirmed that it was based on skills, capabilities, qualities and medical fitness necessary.	Complied						
6.1.4	Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated. Alternative equivalent employment is offered for pregnant women. - Minor compliance -	Pregnancy test was carried out on monthly basis as CHRA recommendation as to initiate medical removal protection (MRP) if there is any pregnant or breast-feeding women work in chemically exposed environment. Monthly urine pregnancy test (UPT) carried out for sprayer, manurer and storekeeper in the estate. Results of monthly UPT available for verification.	Complied						
6.1.5	<b>(C)</b> A gender committee is in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women. - Critical (Major) compliance -	In place at JC Chang Group Estates and its supply base gender committee which is a women employee outreach programme endorsed and funded by the Company. Its members comprise female employees and wives of workers. The committee promotes gender equality and empower women’s knowledge and skills. Meeting frequency is twice per year as practiced.  Based on minutes sighted, committee members were briefed on sexual harassment, domestic violence, how to make complaints if there was a case, reproductive rights, the new census for new mothers, and briefings on Company policies.  Date of meeting carried out in 2022 summarized as per below: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Estate</th> <th>Date of meeting</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>POP2</td> <td>10/2/2022, 10/8/2022</td> <td>No reported sexual harassment and</td> </tr> </tbody> </table>	Estate	Date of meeting	Remarks	POP2	10/2/2022, 10/8/2022	No reported sexual harassment and	Complied
Estate	Date of meeting	Remarks							
POP2	10/2/2022, 10/8/2022	No reported sexual harassment and							

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				domestic violence case.	
		MPOM	23/5/2022, 1/12/2022	No reported sexual harassment and domestic violence case.	
		Pelita	17/11/2022, 12/5/2022	No reported sexual harassment and domestic violence case.	
6.1.6	There is evidence of equal pay for the same work scope. - Minor compliance -	Same salary offered to workers for the same work scope. For mill operator, daily rated workers received RM57.70. For estate, the given rate is RM57.70 based on the latest Minimum Wages Order 2022 effective from 1/5/2022.			Complied
<b>Criterion 6.2:</b> Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW).					
6.2.1	<b>(C)</b> Applicable labour laws, union and/or other collective agreements and documentation of pay and conditions are available to the workers in national languages (English or Bahasa Malaysia) and explained to them in language they understand. - Critical (Major) compliance -	All employees have signed employment contracts (for foreigners), and employment letters (for locals) Each document is dated and contains provisions related to duration of contract, job scope, place of work, roles and responsibilities of employers and employees, wages, allowances, working hours, mutual termination notice, holidays, paid annual leave, medical leave, other benefits, deductions, etc. These documents were prepared in Bahasa Malaysia, a language which is understood by all workers from Malaysia, Indonesia and Philippines. Any changes to the provisions of the contract e.g. change in minimum wages, are inserted in another mutually agreed document i.e. Details of Changes on Terms and Conditions of Employment dated 9/4/2020 which in accordance with Guidelines On Term and Conditions of Employment For Sabah Estate’s Workers, E/009-07/2020.			Complied

<p>6.2.2</p>	<p><b>(C)</b> Employment contracts and related documents detailing payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents give accurate information on compensation for all work performed. This includes a form of record for work done by family members.</p> <p>- Critical (Major) compliance -</p>	<p>Details of payments and conditions of employment are stated and documented in the employment contracts given to all workers. The contract contains terms related to duration, hours of work, overtime, annual/medical leave, public holiday, mutual termination, salary deductions, maternity entitlement, etc. The terms are in compliance with the Sabah Labour Ordinance.</p> <p>Working hours is 8 hours. From Monday to Saturday. Total monthly working hours is 208 hours. The overtime maximum is 104 hours according to the Sabah Labour Ordinance 2005. Verified the payslips, the payment and calculation of over time well distributed.</p> <p>The overtime rate after 8 hours daily rated is: upkeeping</p> <ul style="list-style-type: none"> <li>- Mon - Sat – daily rated / 8 hours x 1.5</li> <li>- Sunday - daily rated / 8 hours x 2.0</li> <li>- Public holiday – daily rated / 8 hours x 3.0</li> </ul> <p>The overtime rate after 8 hours piece rated is: harvesters</p> <ul style="list-style-type: none"> <li>- Mon - Sat – flat rate</li> <li>- Sunday – flat rate x 2.0</li> <li>- Public holiday – flat rate x 3.0</li> </ul> <p>Number of samples (workers) taken are determined based on the formula of <math>\sqrt{n} \times 0.8</math> (n= total number of workers). Employment contracts and payslips of the following workers were sighted during the audit:</p> <ul style="list-style-type: none"> <li>i) Pahang Oil Palm Estate 2 (12 workers sampled from 210 workers)</li> <li>ii) Melewar POM (9 workers sampled from 135 workers)</li> <li>iii) Pelita Estate (7 workers sampled from 87 workers)</li> <li>iv) MUIS Melewar Estate 2 (9 workers sampled from 119 workers)</li> </ul>	<p>Complied</p>
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		v) MUIS Melewar Estate 1 (12 workers sampled from 230 workers) 3 different production trends (October 2022 [peak], August 2022 [normal], May 2022 [low]) were selected. From the above selected sample workers, minimum wages of RM1,500 per month or RM57.70 per day based on Minimum Wages Order 2022 has been met.	
6.2.3	<p><b>(C)</b> There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements.</p> <p>- Critical (Major) compliance -</p>	<p>Evidence of legal compliance to Labour Ordinance Sabah Cap. 67 was not effectively demonstrated.</p> <p><u>Melewar POM</u>  Employee ID: G0446, designation: fireman  The said worker has been suspended from work in August 2022 (from 14 to 27/8/2022) and October 2022 (from 6 to 19/10/2022) due to continuously absent from work for more than two consecutive working days without prior leave from his employer. Inquiry process was carried out however there was no clear evidence of inquiry panel decision for the worker's misconduct and related punishment made to the said worker.</p> <p>Reference is made to Section 13 (2) of Sabah Labour Ordinance under termination of contract for special reasons;  (2) For the purposes of an inquiry under subsection (1), the employer may suspend the employee from work for a period not exceeding two weeks but shall pay him not less than half his wages for such period:  Provided that if the inquiry does not disclose any misconduct on the part of the employee, the employer shall forthwith restore to the employee the full amount of wages so withheld.</p> <p>Thus a major NC was issued.</p>	Non-compliance
6.2.4	<p><b>(C)</b> The unit of certification provides adequate housing, sanitation facilities, water supplies, medical, educational and welfare amenities to</p>	JC Chang's group estates and mill provides adequate housing, sanitation facilities, water supplies, medical, educational and	Complied

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	<p>national standards or above, where no such public facilities are available or accessible. National laws, or in their absence the ILO Guidance on Workers’ Housing Recommendation No. 115, are used. In the case of acquisitions of non-certified units, a plan is developed detailing the upgrade of infrastructure. A reasonable time (5years) is allowed to upgrade the infrastructure.</p> <p>- Critical (Major) compliance -</p>	<p>welfare amenities to workers in the plantation. Regular inspection for labour line was carried out by MA/EHA on weekly basis. House defect issue and cleanliness standard will be reported in the inspection checklist for further rectification by the management.</p> <p>For example at MMP1 estate, the latest inspection was carried out on 23/11/22, 16/11/22, 9/11/22 and 2/11/22. From the report, the was no major issue recorded and demonstrated with actual condition during site visit.</p>									
<p>6.2.5</p>	<p>The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance -</p>	<p>JC Chang Group estates and mill ensure that workers access to adequate, sufficient and affordable food improves from time to time. As to ensure goods price is affordable, monthly price monitoring was done by each operating unit.</p>	<p>Complied</p>								
<p>6.2.6</p>	<p>A DLW is paid to all workers, including piece rate/quotas, for whom the calculation is based on achievable quotas during regular work hours.</p> <p><b>PROCEDURAL NOTE:</b> STATEMENT FROM THE RSPO STANDARDS STANDING COMMITTEE REGARDING INDICATOR 6.2.6 ON DECENT LIVING WAGE</p> <p>With reference to procedural note of indicator 6.2.6, the RSPO has published a guidance on the DLW calculation in June 2019. The RSPO Secretariat will endeavour to carry out DLW country benchmarks for palm oil producing countries in which RSPO members operate and for which no Global Living Wage Coalition (GLWC) benchmarks exist (As of September 2019, GLWC has developed national benchmarks in Bangladesh, Belize, Brazil, China, Colombia, Costa Rica, Dominican Republic, Ecuador, Ethiopia, Ghana, Guatemala, India, Kenya, Malawi, Mexico, Nicaragua, Pakistan, South Africa, Sri Lanka, Uganda and Vietnam These benchmarks are developed based on banana, coffee, floriculture, textile, manufacturing, seafood processing and tea industry. The RSPO is in the process of commissioning benchmarks for Malaysia and Indonesia for the palm oil sector and will develop methods to calculate and/or define DLW applicability for all palm oil producing countries in which RSPO members operate).</p>	<p>Based on pay slips sighted, all sampled workers who complete the number of days offered in a month receive at least minimum wages applicable, which is RM1,5000 per month, or more starting from 1<sup>st</sup> May 2022 onwards.</p> <p>JC Chang Group estates have also carried out the calculation of prevailing wages and in-kind benefits. The breakdown of the prevailing wage calculation is therefore as follows:</p> <table border="1" data-bbox="1160 1082 1939 1246"> <thead> <tr> <th>Estate</th> <th>In-kind benefits</th> <th>Average take-home pay</th> <th>Prevailing wage</th> </tr> </thead> <tbody> <tr> <td>Estate</td> <td>RM 250.59</td> <td>RM 1,516.77</td> <td>RM 1,767.35</td> </tr> </tbody> </table>	Estate	In-kind benefits	Average take-home pay	Prevailing wage	Estate	RM 250.59	RM 1,516.77	RM 1,767.35	<p>OFI</p>
Estate	In-kind benefits	Average take-home pay	Prevailing wage								
Estate	RM 250.59	RM 1,516.77	RM 1,767.35								

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	<p><i>Where a GLWC living wage standard (benchmark), or one that fulfils the basic requirements of the RSPO-endorsed living wage methodology, has been established in the country or region of operation, the same should be used as benchmarks.</i></p> <p>In the absence of such benchmarks, the RSPO will collaborate with the GLWC and/or local experts on developing oil palm industry benchmarks (Benchmark in this context may include other approaches and/or methods to calculate the applicability of DLW in the country or region in accordance to the RSPO endorsed method for determining a DLW. Local applicability for benchmarks is important and it may differ based on the needs of each locality or country). These benchmarks will be developed in collaboration and consultation with relevant stakeholders such as palm oil industry members, workers’ union, authorities and/or relevant organisations.</p> <p><i>For countries where no living wage standard is established, until such time that an RSPO endorsed benchmark for the country is in place, national minimum wages shall be paid to all workers. In addition to the payment of minimum wages, the Unit of Certification (UoC) shall conduct an assessment of the prevailing wages and in-kind benefits provided to workers in the Unit of Certification aligned with the RSPO Guidance for Implementing a Decent Living Wage (RSPO Guidance for Implementing a Decent Living Wage). The RSPO will also develop further guidance and tools to calculate DLW in line with the RSPO endorsed methodology which may include independent studies by local experts in their respective region or country).</i></p> <p>Once these benchmarks are available, this procedural note is no longer applicable. UoC shall have an implementation plan towards the payment of a DLW with specific targets, and a phased implementation process including:</p> <ul style="list-style-type: none"> <li>• Updated assessment on prevailing wages and in-kind benefits</li> <li>• There is annual progress on the implementation of living wages</li> <li>• Where a minimum wage, based on equivalent of baskets of goods, is stipulated in Collective Bargaining Agreements (CBAs), this should be used as the foundation for the gradual implementation of the living wage payment</li> <li>• The UoC may choose to implement the living wage payment in a specific section as a pilot project; the pilot will then be evaluated and adapted before eventual scale up of the living wage implementation.</li> </ul> <p>- Minor compliance -</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Mill</th> <th style="width: 15%;">In-kind benefits</th> <th style="width: 15%;">Average take-home pay</th> <th style="width: 15%;">Prevailing wage</th> </tr> </thead> <tbody> <tr> <td>Mill</td> <td>RM 436.90</td> <td>RM 1,363.80</td> <td>RM 1,800.70</td> </tr> </tbody> </table> <p>*Based on average data of 3 years (FY16/17 to FY 18/19) for Sabah region.</p> <p>Based on the breakdown given, the calculation of prevailing wages including in-kind benefits is reasonable.</p> <p>The management is still in the midst of finalizing the prevailing wages calculation and incorporate the new Minimum Wages Order 2022 which effective from 1st May 2022. The current basis of calculation is referred to the previous Minimum Wages Order 2020. This will be further verified in the next assessment.</p>	Mill	In-kind benefits	Average take-home pay	Prevailing wage	Mill	RM 436.90	RM 1,363.80	RM 1,800.70	
Mill	In-kind benefits	Average take-home pay	Prevailing wage								
Mill	RM 436.90	RM 1,363.80	RM 1,800.70								
6.2.7	Permanent, full-time employment including contractors’ workers and contracted workers is used for all core work performed by the unit of	Employment contracts detailing payments and conditions of employment available to the permanent workers employed as per	Complied								

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	certification. Casual, temporary and day labour is limited to jobs that are temporary or seasonal - Minor compliance -	samples sighted in indicator 6.2.2 above. No casual, temporary and day labour employed within all operating units within MPU.	
<b>Criterion 6.3:</b> The unit of Certification respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.			
6.3.1	<b>(C)</b> A published statement recognising freedom of association and right to collective bargaining in national languages (English and/or Bahasa Malaysia) is available and is explained to all workers, in language that they understand, and is demonstrably implemented. - Critical (Major) compliance -	All the Estates subscribe to JC Chang’s Group Social & Human Rights Policy dated 14 <sup>th</sup> November 2019 and Tee Swee Kee (Plantation Director). This Policy respects the rights to associate and join unions and is displayed on the main notice boards located at pertinent area with estate’s office compound. For example, policy briefing was carried out on 18/10/22 at MMP2 Estate.	Complied
6.3.2	Minutes of meetings between the unit of certification with trade unions or workers representatives, who are freely elected, are documented in national languages (English and/or Bahasa Malaysia) and made available upon request. - Minor compliance -	Minutes of meetings between the unit of certification with trade unions or workers representatives or Joint Consultative Council @ JCC meeting was carried out every quarter. Minute of meetings documented and made available for verification at visited operating units. At MMP2, meeting for FY2022 was carried out in 12/10/22, 12/7/22, 5/4/22 and 5/1/22. Based on the latest minute of meeting, previous pending issue reported and has been resolved accordingly. Interview carried out the JCC committee member has confirmed the minute and issues discussed.	Complied
6.3.3	Management does not interfere with the formation or operation of registered unions/ labour organisations or associations, or other freely elected representatives for all workers including migrant and contract workers. - Minor compliance -	JCC appointment is via employee nomination/election . For example at POP2 estate, the last election was done on 28/6/21. List of newly appointed members was distributed made available for verification. The is no involvement of management in the formation or operation of registered unions/ labour organisations or associations observed. Evidence of freely elected process was evident.	Complied
<b>Criterion 6.4:</b> Children are not employed or exploited.			

6.4.1	<p>A formal policy for the protection of children, including prohibition of child labour and remediation is in place, and included into service contracts and supplier agreements.</p> <p>- Minor compliance -</p>	<p>JC Chang’s Group has established Child Protection Policy dated 20<sup>th</sup> February 2020 where they are not engaged in or support the use of Child Labour for both check roll and contractor/vendor/supplier. Remediation plan is in place and will provide adequate support to enable children of its employees to attend and remain in school until no longer a child. This was verified during field observations and review of check roll list. The minimum age of workers to recruit is 18 years old. This requirement is also included in all agreements with its contractors via sustainability compliance clause, E023-01/2019.</p>	Complied
6.4.2	<p><b>(C)</b> There is evidence that minimum age requirements are met. Personnel files show that all workers are above the national minimum age or above company policy minimum age, whichever is higher. There is a documented age screening verification procedure.</p> <p>- Critical (Major) compliance -</p>	<p>Documentary evidence is available that minimum age requirements are met. This is based on workers’ check roll list and copies of their passport/NRIC details. Based on workers’ NRIC and passports, all workers were at least 18 years old when employed.</p>	Complied
6.4.3	<p><b>(C)</b> Young persons may be employed only for non- hazardous work, with protective restrictions in place for that work.</p> <p>- Critical (Major) compliance -</p>	<p>Based on site observation at work area (field/workstation), no young person employed for non- hazardous work.</p>	Complied
6.4.4	<p>The unit of certification demonstrates communication about its ‘no child labour’ policy and the negative effects of child labour, and promotes child protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live.</p> <p>- Minor compliance -</p>	<p>Meeting with internal and external stakeholders confirmed that the information on no child labour policy and the negative effects of child labour were provided in appropriate languages and accessible to them. The latest briefing was carried out on 18/10/22 at MMP2 estate.</p>	Complied
<b>Criterion 6.5:</b> There is no harassment or abuse in the workplace, and reproductive rights are protected.			
6.5.1	<p><b>(C)</b> A policy to prevent sexual and all other forms of harassment and violence is implemented and communicated to all levels of the workforce.</p> <p>- Critical (Major) compliance -</p>	<p>JC Chang’s Group Estates subscribed to the Company’s Sexual Harassment Policy signed on 1 July 2012 by Plantation Director, Mr. Tee Swee Kee. This Policy is being continuously communicated to all levels of workforce via Gender Committee Meetings and during</p>	Complied

		morning musters. At POP2, awareness on the Policy was given on 15/10/22	
6.5.2	<p><b>(C)</b> A policy to protect the reproductive rights of all, especially of women, is implemented and communicated to all levels of the workforce.</p> <p>- Critical (Major) compliance -</p>	JC Chang’s Group Estates subscribed to the Company’s Policy of Reproductive Rights (Doc. No. E/015/-02/2015) dated 5 November 2015 as well as the Social & Human Rights Policy dated 14 November 2019. This Policy respects and protects employees’ reproductive rights. This Policy is continuously communicated to all levels of workforce as evidenced from briefings during morning muster at POP2 Estate on 15/10/22.	Complied
6.5.3	<p>Management has assessed the needs of new mothers, in consultation with the new mothers, and actions are taken to address the needs that have been identified.</p> <p>- Minor compliance -</p>	New mothers need assessment discussed in the gender committee meeting. Result of discussion and assessment results recorded in the minutes of meeting as reported under indicator 6.1.5.	Complied
6.5.4	<p>A grievance mechanism, which respects anonymity and protects complainants where requested, is established, implemented and communicated to all levels of the workforce.</p> <p>- Minor compliance -</p>	On-site interview carried out with internal stakeholders (workers representatives, gender representatives) have confirmed that the information on grievance mechanism, which respects anonymity and protects complainants where requested, is established and communicated to them. No reported/written grievance issues that requires the implementation of the mechanism occurs in all operating units within MPU since the last review period.	Complied
<b>Criterion 6.6:</b> No forms of forced or trafficked labour are used.			
6.6.1	<p><b>(C)</b> All workers have entered into employment voluntarily and the following are prohibited:</p> <ul style="list-style-type: none"> <li>• Retention of identity documents or passports (except for administration purposes including legalisation and renewal processes)</li> <li>• Charging the workers for recruitment fees.</li> <li>• Contract substitution</li> <li>• Involuntary overtime</li> </ul>	<p>JC Chang’s Group Estates are able to demonstrate that all workers have entered into employment voluntarily.</p> <p><b>Passports:</b></p> <p>Workers are given the option of either keeping their own passports, or to keep their passports at the management office for safety reasons. Sighted during the audit, letters from workers confirming their preference to keep their passports at the office for safety</p>	Complied

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<ul style="list-style-type: none"> <li>• Lack of freedom of workers to resign</li> <li>• Penalty for termination of employment</li> <li>• Debt bondage</li> <li>• Withholding of wages</li> </ul> <p>- Critical (Major) compliance -</p>	<p>reasons. Among those sighted were letters from the following workers:</p> <table border="1" data-bbox="1137 435 1926 584"> <thead> <tr> <th>Estate</th> <th>Worker No/ID</th> <th>Country of origin</th> </tr> </thead> <tbody> <tr> <td>POP2</td> <td>AU28\$^&amp;{(</td> <td>Indonesia</td> </tr> <tr> <td>Pelita</td> <td>C83?@#%^^(</td> <td>Indonesia</td> </tr> </tbody> </table> <p><b>Recruitment fees:</b>            No recruitment fees are imposed on any of the foreign workers. Number of samples (workers) taken are determined based on the formula of <math>\sqrt{n} \times 0.8</math> (n= total number of workers). Employment contracts and payslips of the following workers were sighted during the audit:</p> <ul style="list-style-type: none"> <li>i) Pahang Oil Palm Estate 2 (12 workers sampled from 210 workers)</li> <li>ii) Melewar POM (9 workers sampled from 135 workers)</li> <li>iii) Pelita Estate (7 workers sampled from 87 workers)</li> <li>iv) MUIS Melewar Estate 2 (9 workers sampled from 119 workers)</li> <li>v) MUIS Melewar Estate 1 (12 workers sampled from 230 workers)</li> </ul> <p>Based on the above samples, no evidence of recruitment fees charged to workers.</p> <p><b>Contract substitution:</b>            No contract substitution as the workers entered the employment voluntarily. No intermediate agency used for recruitment and employment opportunities are normally based on recommendation from friends and family members who has worked with the company before.</p>	Estate	Worker No/ID	Country of origin	POP2	AU28\$^&{(	Indonesia	Pelita	C83?@#%^^(	Indonesia	
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		<p>Number of samples (workers) taken are determined based on the formula of <math>\sqrt{n} \times 0.8</math> (n= total number of workers). Employment contracts of the following workers were sighted during the audit:</p> <ul style="list-style-type: none"> <li>i) Pahang Oil Palm Estate 2 (12 workers sampled from 210 workers)</li> <li>ii) Melewar POM (9 workers sampled from 135 workers)</li> <li>iii) Pelita Estate (7 workers sampled from 87 workers)</li> <li>iv) MUIS Melewar Estate 2 (9 workers sampled from 119 workers)</li> <li>v) MUIS Melewar Estate 1 (12 workers sampled from 230 workers)</li> </ul> <p>Based on the above samples and interview with group of workers, no evidence of contract substitution observed.</p> <p><b>Involuntary overtime:</b>          No involuntary overtime practice by the company.</p> <p>Number of samples (workers) taken are determined based on the formula of <math>\sqrt{n} \times 0.8</math> (n= total number of workers). Employment contracts and payslips of the following workers were sighted during the audit:</p> <ul style="list-style-type: none"> <li>i) Pahang Oil Palm Estate 2 (12 workers sampled from 210 workers)</li> <li>ii) Melewar POM (9 workers sampled from 135 workers)</li> <li>iii) Pelita Estate (7 workers sampled from 87 workers)</li> <li>iv) MUIS Melewar Estate 2 (9 workers sampled from 119 workers)</li> <li>v) MUIS Melewar Estate 1 (12 workers sampled from 230 workers)</li> </ul> <p>Based on the above samples and interview with group of workers, no evidence of involuntary overtime practice by the company.</p>	
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		<p><b>Lack of freedom of workers to resign &amp; penalty for termination of employment:</b></p> <p>Clause 16 of employment contracts allow for early termination of contract by giving of 28 days’ notice (worked less than 2 years), 42 days’ notice (worked for more than 2 years but less than 5 years) and 56 days’ notice (worked for more than 5 years). Contract has mentioned that no penalty to be payable if there is no breach of contract and notice period occurred.</p> <p>Number of samples (workers) taken are determined based on the formula of <math>\sqrt{n} \times 0.8</math> (n= total number of workers). Employment contracts and payslips of the following workers were sighted during the audit:</p> <ul style="list-style-type: none"> <li>i) Pahang Oil Palm Estate 2 (12 workers sampled from 210 workers)</li> <li>ii) Melewar POM (9 workers sampled from 135 workers)</li> <li>iii) Pelita Estate (7 workers sampled from 87 workers)</li> <li>iv) MUIS Melewar Estate 2 (9 workers sampled from 119 workers)</li> <li>v) MUIS Melewar Estate 1 (12 workers sampled from 230 workers)</li> </ul> <p>Based on the above samples and interview with group of workers, no evidence of lack of freedom of workers to resign &amp; penalty for termination of employment observed.</p> <p><b>Debt bondage &amp; withholding of wages:</b></p> <p>Based on payslips sighted and interview with workers, there was no evidence of any debt bondage and withholding of wages.</p> <p>Number of samples (workers) taken are determined based on the formula of <math>\sqrt{n} \times 0.8</math> (n= total number of workers). Employment</p>	
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		<p>contracts and payslips of the following workers were sighted during the audit:</p> <ul style="list-style-type: none"> <li>i) Pahang Oil Palm Estate 2 (12 workers sampled from 210 workers)</li> <li>ii) Melewar POM (9 workers sampled from 135 workers)</li> <li>iii) Pelita Estate (7 workers sampled from 87 workers)</li> <li>iv) MUIS Melewar Estate 2 (9 workers sampled from 119 workers)</li> <li>v) MUIS Melewar Estate 1 (12 workers sampled from 230 workers)</li> </ul> <p>Based on the above samples and interview with group of workers, no evidence no evidence of any debt bondage and withholding of wages observed.</p>	
6.6.2	<p><b>(C)</b> Where temporary or migrant workers are employed, a specific labour policy and/or procedures are established and implemented.</p> <p>- Critical (Major) compliance -</p>	<p>A Guidelines on Workers Employment for Casual and Temporary Employee have been established. Refer to document, ref. no. E/021-01/2018 dated 15/11/18. The guidelines have included the commitment to ensure;</p> <ul style="list-style-type: none"> <li>- Prohibit the use of illegal temporary or migrant workers. Legalization must be initiated without undue delay and completed with 6 months.</li> <li>- workers' entitlement to housing and basic amenities which are at par with statutory requirements</li> <li>- free of discrimination, coercion or violence</li> <li>- no form of any contract substitution is not allowed</li> <li>- minimum wages to be provided as per requirement</li> </ul> <p>Based on pay slips, employment contracts, check roll reviewed, the estates are able to demonstrate the implementation of this Policy.</p>	Complied
<p><b>Criterion 6.7:</b> The unit of certification ensures that the working environment under its control is safe and without undue risk to health.</p>			

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<p>6.7.1</p>	<p><b>(C)</b> The responsible person(s) for H&amp;S is identified. There are records of regular meetings between the responsible person(s) and workers. Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded.</p> <p>- Critical (Major) compliance -</p>	<p>All operating units have formed an OSH Committee in the respective mill and estate to address all issues associated to Health and Safety in the operating units.</p> <p>Pahang Oil Palm Estate Div 2 conducted OSH meeting quarterly base, based on the record latest training was on 15/10/2022 and previously conducted on 15/07/2022 and 15/04/2022. OSH appointment letter dated 25/02/2022 for Mr Arden Johnny (Assistant Manager)</p> <p>Melewar POM conducted OSH meeting on 20/10/2022. This meeting conducted quarterly basis and previously was on 25/07/2022 and 25/4/2022. OSH appointment letter was available for manager as OSH committee chairman dated 15/12/2020.</p> <p>Muis Melewar Plantation 1 estate, the management conducted OSH meeting quarterly basis and latest record was on 24/11/2022. This meeting to discuss regarding to safety and health in estate, this meeting joins by management representative and workers representative. The previous meeting record was on 24/08/2022 and 24/05/2022. The appointment letter was available as per verification on manager appointment letter dated 15/08/2019.</p>	<p>Complied</p>
<p>6.7.2</p>	<p>Accident and emergency procedures are in place and instructions are clearly understood by all workers. Accident procedures are available in national languages (English and/or Bahasa Malaysia) and explained in the language understandable to the workforce. Assigned operatives trained in first aid are present in both field and other operations, and first aid</p>	<p>The emergency plan has been established by the management plan as per sampling on Emergency Action Plan for Attach by Wildlife and Insect. Mentioned in the case of encounter or threat of elephant, stay calm, not to panic, move and run away from them in zig-zag pattern till reach a safe distance. sighted in few locations and elephant drops This was verified during site visit in field where group of interviewed manures and sprayers understanding on zig-</p>	<p>Complied</p>

	<p>equipment is available at worksites. Records of all accidents are kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>zag pattern. The first aid has been verified during onsite verification and interview with the First aider. From the interview the First aider already attends the first aid training and know how to used the First aid box. From the verification on accident record in estate and mill as per below: -</p> <p><b>Pahang Oil Palm Estate Div 2.</b>          JKPP 8/91456/2021 dated 31/12/2021, no accident record.</p> <p><b>Melewar POM</b>          JKPP 8/106417/2021 dated 23/01/2022, there are 5 accidents happen in POM but no record for JKPP 6. The lost time injury was not more than 5 days.</p> <p><b>Pelita Estate</b>          JKPP8/101796/2021 dated 14/01/2022, no accident record.</p> <p><b>Muis Melewar Plantation 2</b>          JKPP8/100127/2022 dated 17/01/2022, there are 2 accident record with total mc 2 days. First aid training conducted yearly basis and latest record was on 17/05/2022 and attended by 23 first aider. This training was referred SOP M/025-02/2014. This training conducted by EHA (Pn Riah Sappo).</p>	
<p>6.7.3</p>	<p><b>(C)</b> Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing.</p> <p>- Critical (Major) compliance -</p>	<p>All workers have been provided with appropriate personal protective equipment (PPE), which is provided by the management free of charge. During the field visit to the Spraying Gang and Manuring Gang and visit to the stores of the respective estates and mill, it was sighted that all required appropriate PPEs were worn by the personals.</p> <p>The estates have well maintained facilities for the workers to sanitise themselves prior to returning home from work. The showers were all in good working condition. Interview with workers indicated that they were all well aware that they have to sanitise themselves</p>	<p>Complied</p>

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		<p>before returning home due to the hazard that the chemical residues could cause.</p> <p>Sampling in Melewar POM for Boiler and Steriliser, as per dated on 2/9/2022 the management already given ear plug and leather glove for boiler workers and for steriliser given safety helmet, leather glove, ear plug and safety shoes dated 30/11/2022.</p>																													
6.7.4	<p>All workers are provided with medical care and covered by accident insurance. Costs incurred from work- related incidents leading to injury or sickness are covered in accordance with Malaysian law.</p> <p>- Minor compliance -</p>	<p>All workers are provided with medical care which is borne by the operating units management. Each operating unit has its own dispensary managed by a certified Hospital Assistant. There are no restrictions for workers to obtain medical aid from the dispensary. In case of major injuries or health issues, workers are referred to private clinics or hospitals which is totally borne by the management as well.</p> <p>All workers are protected via insurance in accordance with Malaysian Law via SOCSO contribution. The monthly contribution was evident via the PERKESO Monthly Salary Contribution (Form 8A) for the workers as following.</p> <table border="1" data-bbox="1137 954 1928 1382"> <thead> <tr> <th>Operating Units</th> <th>Month</th> <th>Total Workers</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Pahang Oil Palm Estate Div 2</td> <td>Aug 2022</td> <td>210</td> <td>RM 5,191.90</td> </tr> <tr> <td>Sept 2022</td> <td>220</td> <td>RM 5,634.30</td> </tr> <tr> <td>Oct 2022</td> <td>219</td> <td>RM 5,792.30</td> </tr> <tr> <td rowspan="3">Melewar POM</td> <td>Aug 2022</td> <td>175</td> <td>RM 7,211.40</td> </tr> <tr> <td>Sept 2022</td> <td>176</td> <td>RM 7,018.60</td> </tr> <tr> <td>Oct 2022</td> <td>179</td> <td>RM 7,338.10</td> </tr> <tr> <td>Pelita</td> <td>Aug 2022</td> <td>50</td> <td>RM 1,364.90</td> </tr> </tbody> </table>	Operating Units	Month	Total Workers	Amount	Pahang Oil Palm Estate Div 2	Aug 2022	210	RM 5,191.90	Sept 2022	220	RM 5,634.30	Oct 2022	219	RM 5,792.30	Melewar POM	Aug 2022	175	RM 7,211.40	Sept 2022	176	RM 7,018.60	Oct 2022	179	RM 7,338.10	Pelita	Aug 2022	50	RM 1,364.90	Complied
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			Sept 2022	49	RM 1,404.50	
			Oct 2022	48	RM 1,524.80	
		Muis Melewar Plantation 2	Aug 2022	124	RM 2,420.80	
			Sept 2022	124	RM 2,435.80	
			Oct 2022	127	RM 2,443.10	
		Muis Melewar Plantation 1	Aug 2022	242	RM 5,217.80	
			Sept 2022	240	RM 5,550.50	
			Oct 2022	241	RM 5,495.90	
6.7.5	Occupational injuries are recorded using Lost Time Accident (LTA) metrics. - Minor compliance -	All accidents incidents are reviewed during the quarterly held safety meetings in the operating units. Records on Lost Time Accident (LTA) are maintained and presented during the meetings. Accident records were updated and available for verification. JKPP 8 have been submitted to DOSH accordingly and available for verification. The LTA for each operating unit has been recorded (year to date November 2021) and available as below.				Complied
			<b>Operating unit</b>	<b>Accident no.</b>	<b>MC</b>	
			Pahang OP Div 2	0	0	
			Melewar POM	5	7	
			Pelita	0	0	
			Muis Melewar Plantation 2	2	2	
			Muis Melewar Plantation 1	2	28	

Principle 7: Protect, conserve and enhance ecosystems and the environment		
Criterion 7.1: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.		
7.1.1	<p><b>(C)</b> IPM plans are implemented and monitored to ensure effective pest control.</p> <p>- Critical (Major) compliance -</p>	<p>The operating units has established IPM plan and reviewed on annually basis. the plan focus on control of rats, caterpillar and bagworm, <i>Apogonia sp.</i> and other leaf eating insects, <i>Ganoderma boninense</i>, Rhinoceros beetle and soft weed and grass. Latest review was conducted on 10/01/2022</p> <p><b>Pahang Oil Palm Estate Div. 2</b></p> <ol style="list-style-type: none"> <li>1. To reduce the usage of chemical/ pesticides, the estate planted the beneficial plant <i>Cassia Cobanensis</i>, <i>Antigonan Leptopus</i> and <i>Tunera Subulata</i>. As Predator Host Plant. As per latest census, for mature area recorded 850 point of beneficial planted.</li> <li>2. The estate conducted rat census to determine the requirement to conduct rat baiting. The census was conducted once every six month. Reviewed the latest census records conducted in August 2022 recorded at blew 5% and not required to conduct rat baiting.</li> <li>3. The estate has installed pheromone trap at the replanting area adjacent to mature area. Reviewed the latest record in November 2022.</li> </ol> <p><b>Pelita Estate</b></p> <ol style="list-style-type: none"> <li>1. The estate conducted rat census to determine the requirement to conduct rat baiting. The census was conducted once every six month. Reviewed the latest census records conducted in June 2022 recorded at 1.41% and not required to conduct rat baiting.</li> </ol>
		Complied

		<p>2. To reduce the usage of chemical/ pesticides, the estate planted the beneficial plant <i>Cassia Cobanensis</i> and <i>Tunera Subulata</i>. As Predator Host Plant. As per latest census, for mature area recorded 60 chain of beneficial planted at field PM99 C2 and PM99 C3.</p> <p><b>MUIS Melewar Plantation 2</b></p> <p>1. The estate planted the beneficial plant <i>Cassia Cobanensis</i>, <i>Antigonan Leptopus</i> and <i>Tunera Subulata</i>. As Predator Host Plant. As per latest census, for mature area recorded 70.50 meter of beneficial planted.</p> <p>2. The estate conducted rat census to determine the requirement to conduct rat baiting. The census was conducted once every six month. Reviewed the latest census records conducted in June 2022. Some of the field recorded at more than 5% rat damage and required to conduct rat baiting. Reviewed the rat baiting records conducted in July and August 2022.</p> <p><b>MUIS Melewar Plantation 1</b></p> <p>1. To reduce the usage of chemical/ pesticides, the estate planted the beneficial plant <i>Antigonan Leptopus</i> and <i>Tunera Subulata</i>. As Predator Host Plant. As per latest census, no additional plot planted. The estate conducted maintenance as per program.</p> <p>2. The estate conducted rat census to determine the requirement to conduct rat baiting. The census was conducted once every six month. Reviewed the latest census records conducted in June 2022. Some of the field recorded at more than 5% rat damage and required to conduct rat baiting. Reviewed the rat baiting records conducted in July and August 2022.</p>	
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		3. The estate conducted Ganoderma census once every 6 months program in June and December. Reviewed the latest census conducted in June 22022 with infected percentage recorded at 1.36% - 7.38%.							
7.1.2	Species referenced in the Global Invasive Species Database and CABI.org are not to be used in managed areas, unless plans to prevent and monitor their spread are implemented. - Minor compliance -	There were no species referenced in the Global invasive Species database and CABI.org sighted within the estate and POM premises.	Complied						
7.1.3	There is no use of fire for pest control unless in exceptional circumstances such as plantation sanitation, i.e. where no other effective methods exist, and with prior approval of government authorities. - Minor compliance -	No evidence of fire use to control pest in the estate.	Complied						
<b>Criterion 7.2:</b> Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.									
7.2.1	<b>(C)</b> Justification of all pesticides used is demonstrated. Selective products and application methods that are specific to the target pest, weed or disease are prioritised. - Critical (Major) compliance -	Estate have maintained and revised if required, the documented standard operating procedures file that contain in the safe operating procedure and to implement the various major field operations. For example, among others the following operations: - •Justification for Pesticide Usage under IPM (Insecticide, Fungicide and Rodenticide) (B/008-14/2016) •Justifications for pesticide usage under IPM (B/009-10/2015)	Complied						
7.2.2	<b>(C)</b> Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) are provided. - Critical (Major) compliance -	The record of pesticide usage was available including active ingredient used and area treated, amount of active ingredient applied per Ha and number of applicants. The record as per below:- <table border="1" data-bbox="1137 1273 1928 1318"> <thead> <tr> <th>Estate</th> <th>Type of chemical</th> <th>a.I per Ha</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Estate	Type of chemical	a.I per Ha				Complied
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7.2.3	<p><b>(C)</b> Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans.</p> <p>- Critical (Major) compliance -</p>	<p>The management also establish the procedure to ensure minimised on pesticide usage such as ;-</p> <p>The quantity of agrochemicals required for various field conditions are documented and justified under Guidelines on Integrated Pest and Disease Management of Oil Palm (Doc Ref. No L/001-07/2019 dated 13/8/2019). From the record the Ganoderma census the record was range from 6% to 25%.</p>	Complied																								

7.2.4	<p>There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in national best practice guidelines.</p> <p>- Minor compliance -</p>	<p>No evidence of prophylactic use of pesticides in the estates visited as per Register of Chemicals Hazardous to Health for all estates visited.</p>	Complied
7.2.5	<p>Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks.</p> <p>The due diligence refers to:</p> <ul style="list-style-type: none"> <li>a) Judgment of the threat and verify why this is a major threat</li> <li>b) Why there is no other alternative which can be used</li> <li>c) Which process was applied to verify why there is no other less hazardous alternative</li> <li>d) What is the process to limit the negative impacts of the application</li> <li>e) Estimation of the timescale of the application and steps taken to limit application to the specific outbreak.</li> </ul> <p>- Minor compliance -</p>	<p>JC Chang only purchase chemicals that are registered under the Malaysian Pesticides Act 1974 (Act 149) and Regulations. Sighting of the Chemical Register at sampling estates showed that only class II, III &amp; IV chemicals were used. There were no Class 1A and Class 1B agrochemicals used. Paraquat was eliminated totally. In its place, alternatives such as Glyphosate were used instead. As per Chemical register in Pelita estate dated 26/11/2021, no chemical under class 1A or 1B or that listed by the Stockholm or Rotterdam Conventions, and paraquat.</p>	Complied
7.2.6	<p><b>(C)</b> Pesticides are only handled, used or applied by persons who have completed the necessary training and are always applied in accordance with the product label. All precautions attached to the products are properly observed, applied, and understood by workers (see Criteria 3.6). Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they carry out.</p> <p>- Critical (Major) compliance -</p>	<p>Pesticides were handled, used or applied by trained workers applied in accordance with the product label. Latest training for pesticides handler was conducted on 30/09/2022. Appropriate safety and application equipment were provided and used, i.e 3M 3200/3200F, anti-fog goggles, apron and wellington boots based on CHRA assessor’s recommendation.</p> <p>All precautions attached to the products (SDS, notice board etc) were properly observed, applied, and understood by workers based on the interview with staff and workers at visited estates.</p>	Complied

7.2.7	<p><b>(C)</b> Storage of all pesticides is in accordance with recognised best practices.          - Critical (Major) compliance -</p>	<p>The operating units comply with Regulation 9 of the Pesticides Act 1974 requiring balance of remaining solution to be kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation. Based on CHRA assessor’s store assessment recommendation, the below action was taken for improvement as such;</p> <ul style="list-style-type: none"> <li>i) Ventilation system for adequate air flow</li> <li>ii) No workstation placed in the chemical storage</li> <li>iii) DOSH approved PPE is recommended.</li> </ul>	Complied
7.2.8	<p>All pesticide containers are triple rinsed and punctured before being disposed of and/or handled responsibly if used for other purposes.          - Minor compliance -</p>	<p><b>Pahang Oil Palm Estate Div. 2</b>          Empty chemical containers were triple rinsed, punctured and stored at designated store before disposed as recycle waste. Reviewed inventory records FY 2022 and disposal records as per official receipt no. 76461 dated 02/12/2022</p> <p><b>Pelita Estate</b>          Empty chemical containers were triple rinse, puncture and stored at designated store before disposed as recycle waste. Reviewed disposal records dated 02/09/2021, 29/05/2021 and 06/05/2021</p> <p><b>MUIS Melewar Plantation 2</b>          Empty chemical containers were triple rinse, puncture and stored at designated store before disposed as recycle waste. Reviewed disposal records as per official receipt no. 76458 dated 30/11/2022 and 18438 dated 08/12/2021.</p> <p><b>MUIS Melewar Plantation 1</b></p>	Complied

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		Empty chemical containers were triple rinse, puncture and stored at designated store before disposed as recycle waste. Reviewed the inventory records FY 2022 recorded in Used Containers Books Records and disposal records as per official receipt no. 2538 dated 29/11/2022 and 18438 dated 08/12/2021.	
7.2.9	<b>(C)</b> Aerial spraying of pesticides is prohibited, unless in exceptional circumstances where no other viable alternatives are available. This requires prior government authority approval. All relevant information is provided to affected local communities at least 48 hours prior to application of aerial spraying. - Critical (Major) compliance -	No aerial spray was carried out at Melewar Production Unit.	Complied
7.2.10	<b>(C)</b> Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated. - Critical (Major) compliance -	The annual medical surveillance was conducted based on recommendation by CHRA. From the sampling annual medical surveillance conducted as follows:  <b>Pahang Oil Palm Estate Div 2</b> The medical surveillance conducted at Klinik Mabello(Paris) Sdn Bhd by Dr Mohamad Fikri Bin Zanal Abidin (HQ/16/DOC/00/557) dated 15/10/2022 for first batch (35 workers) and 17/10/2022 for second batch (14 workers). From the result showed that all workers were fit to work with chemical. <b>Melewar POM</b> The management already send the laboratory workers for medical surveillance and biological monitoring dated on 13/12/2021 at Klinik Mabello (Paris) Sdn Bhd. From the result all workers fit to work with chemical. All fit to work with chemical.	Complied

7.2.11	<p><b>(C)</b> No work with pesticides is undertaken by persons under the age of 18, pregnant or breastfeeding women or other people that have medical restrictions and they are offered alternative equivalent work.</p> <p>- Critical (Major) compliance -</p>	<p>There are women works with pesticides at all visited estates. For those who were still within reproductive age, urine pregnancy test (UPT) was conducted by EHA to confirm and check the pregnancy status for those who exposed to chemical i.e store keeper, manurer and sprayer etc. All result showed negative and as per master list of workers and interview with the management no record of workers under the 18 in all sampling estate.</p>	Complied				
<p><b>Criterion 7.3:</b> Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.</p>							
7.3.1	<p>A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented.</p> <p>- Minor compliance -</p>	<p>Melewar Production Unit has conducted waste identification and established management plan as per Guidelines on Wastes and Waste Products Identification and Disposal Plan for Estates and Mill. Refer doc. no. F/007-06/2016 dated 22/12/2016.</p> <p>The waste identification was conducted base on the area waste generated and categorised under scheduled waste on non-scheduled waste.</p> <p>In the management plan stated the Major Waste Identified, Risk, Risk management, Handlings method and disposal plan/mode.</p>	Complied				
7.3.2	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.</p> <p>- Minor compliance -</p>	<p>The operating units demonstrated the proper disposal of waste material base on the waste management plan established. Reviewed the implementation of the management plan established as follows:</p> <p><b>Melewar Palm Oil Mill</b></p> <ol style="list-style-type: none"> <li>The mill disposed by-product such as shell and EFB/ fiber through reused back as fuel for boiler, nutrient cycle by field application and sold to 3<sup>rd</sup> party. Reviewed the sampled records of of by-product disposal as follows:</li> </ol> <table border="1" data-bbox="1182 1305 1924 1359"> <tr> <td data-bbox="1182 1305 1330 1359">Month</td> <td data-bbox="1337 1305 1628 1359">Reused as boiler fuel</td> <td data-bbox="1635 1305 1776 1359"></td> <td data-bbox="1783 1305 1924 1359"></td> </tr> </table>	Month	Reused as boiler fuel			Complied
Month	Reused as boiler fuel						



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4. Domestic waste was collected at minimum of twice a week. Reviewed the collection records of September, October and November 2022.

**Pahang Oil Palm Estate Div. 2**

1. Empty chemical containers were triple rinsed, punctured and stored at designated store before disposed as recycle waste. Reviewed inventory records FY 2022 and disposal records as per official receipt no. 76461 dated 02/12/2022
2. The estate maintain the inventory of scheduled waste generated recorded in Scheduled Waste manual Record Book. Reviewed the inventory records for SW 410, SW 305, SW 409, SW 306 and FY 2022. The inventory was notify to DOE through ESWISS. Reviewed the inventory reported in ESWISS for the month of August and November 2022.
3. The scheduled waste was disposed through licensed operator, Lagenda Bumimas Sdn. Bhd. Reviewed the disposal records as follows:

Date	SW	Consignment note no
30/09/2022	410	20220930170JF69Y
	409	20220930170JF69Y
13/09/2022	305	20220913107G4Q8W
	410	2022091309TI43MR
	306	2022091310MK5L27

4. Domestic waste were collected at minimum twice a week. Reviewed the domestic waste collection records dated

21/09/2022, 24/09/2022, 12/10/2022, 15/10/2022, 21/11/2022 and 23/11/2022.

**Pelita Estate**

1. The estate maintain the records of Scheduled Waste inventory in waste record book. The inventory was notified to DOE through ESWISS. Reviewed the inventory for scheduled waste since last disposal dated 14/10/2021 till latest disposal on 02/07/2022.

During document review, noted scheduled waste were store for more than 180 days as follows:

Scheduled waste	Date generated	Date disposed	Days in storage
SW 409	19/11/2021	02/07/2022	
SW 305	30/10/2021		
SW 306	15/10/2021		
SW 410	31/01/2022		

2. The scheduled waste was disposed through licensed operator, Lagenda Bumimas Sdn. Bhd. Reviewed the disposal records as follows:

Date	SW	Consignment note no
02/07/2022	410	2022081112M4C05R
	409	2022081112V8W00Z
	305	2022081112UP9SQK

- 3. Domestic waste were collected 3 times a week. The collection scheduled were displayed at the housing area. The waste were disposed at designated landfill located in field PM99 B4. Sighted on domestic waste were disposed in the landfill.
- 4. Empty chemical containers were triple rinse, puncture and stored at designated store before disposed as recycle waste. Reviewed disposal records dated 02/09/2021, 29/05/2021 and 06/05/2021.

**MUIS Melewar Plantation 2**

- 1. Domestic waste were collected 3 times a week. The collection scheduled were displayed at the housing area. The waste were disposed at designated landfill located in field PM98 A11. Sighted on domestic waste were disposed in the landfill.
- 2. The estate continuously conducted awareness training to the workers on the 3R, reuse, reduce and recycle. Reviewed the training records dated 26/09/2022
- 3. The estate maintain the inventory records of recycle waste generated and disposed through approved contractors. As todate November 2022, 208 kg of recycle was has been recorded and disposed.
- 4. The scheduled waste was disposed through licensed operator, Lagenda Bumimas Sdn. Bhd. Reviewed the disposal records as follows:

Date	SW	Consignment note no
28/06/2022	102	2022071514JELWHV
	109	202207151432PC7N
	305	20220715084EZXY

	409	2022071514TKH58B
		2022071514R9KDUQ
	410	2022071514C92ZRV

**MUIS Melewar Plantation 2**

1. The estate continuously promote the 3R, reuse, reduce and recycle program. The recycle waste were collected and disposed. Reviewed disposal records as per receipt no. 14718 and weighbridge ticket no. ML2100001W dated 04/11/2022
2. Empty chemical containers were triple rinse, puncture and stored at designated store before disposed as recycle waste. Reviewed the inventory records FY 2022 recorded in Used Containers Books Records
3. Domestic waste were collected at 2 – 3 time a week and disposed at designated landfill at field PM01 A11. Reviewed the domestic waste collection records dated 27/10/2022, 31/10/2022, 03/11/2022 and 07/11/2022.
4. The scheduled waste was disposed through licensed operator, Legenda Bumimas Sdn. Bhd. Reviewed the disposal records as follows:

Date	SW	Consignment note no
29/11/2022	305	2022112911SIXWH4
	306	20221129118BA9P0
	409	202211291129TRS1
	410	2022112911FUKV9N
	417	2022112911GJC04V

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7.3.3	<p>The unit of certification does not use open fire for waste disposal.</p> <p>- Minor compliance -</p>	<p>No evidence of fire use for waste disposal. Domestic waste was disposed in landfill area. No evidence of scheduled waste or recycle waste were found in the landfill.</p> <p>For replanting, the old palms were felled, shredded, windrowed and left to decompose as sighted in field P2022 at estates visited.</p>	Complied
<p><b>Criterion 7.4:</b> Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>			
7.4.1	<p>Good agriculture practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts.</p> <p>- Minor compliance -</p>	<p>JC Chang Group has established SOPs of good agricultural practices to manage soil fertility to optimise yield and minimise environmental impacts documented in Guideline on Soil and Water Conservation, refer document no. C/002-01/2008 dated on 10/112018. This guideline has outlines the method to ensure palm oil produce optimal and sustained yield. The agronomist latest recommendation was on 18/04/2022. The implementation was verified as per document fertiliser usage record July 2021 – June 2022.</p>	Complied
7.4.2	<p>Periodic tissue and soil sampling is carried out by Companies to monitor and manage changes in soil fertility and plant health.</p> <p>- Minor compliance -</p>	<p>JC Chang Group has established Guideline on Guideline for Foliar Sampling, Doc. Ref. No. C/026-01/2017 dated on 31st May 2017. The objective of this guideline is to determine the nutritional status of leaflets of frond no. 9 on immature palms and frond no. 17 on mature palms to assist with the preparation of annual fertilizer program Leaf and soil nutrient analysis are commonly used in the diagnosis of fertilizer requirements in oil palms. The frequency for soil analysis and leaf sampling is conducted annually. The foliar sampling and soil analysis reports by the company’s agronomist were available at the estates. The latest record of agronomist leaf sampling and fertiliser(soil sampling) checking dated 18/04/2022 (Ref.R22/4/9 – soil sampling &amp; R22/3/356 dated 12/04/2022 – Foliar sampling).</p>	Complied

<p>7.4.3</p>	<p>A nutrient recycling strategy is in place, which includes the recycling of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), palm residues and optimal use of inorganic fertilisers.          - Minor compliance -</p>	<p>JC Chang Group has established Guideline Semi-Decomposed EFB Application, Doc. Ref. No. B/023-01/2016 dated on 28th October 2016 and Guideline for Compost Application, Doc. Ref. No. B/022-01/2016 dated on 28th October 2016.</p> <p>EFB application is in practice as part of nutrient recycling strategy as per company guideline. All EFB were sourced from compost plant of Melewar POM, where the EFB had been mixed with POME to produce compost. The record of EFB and Compost application were available for verification as per below:-</p> <p>EFB application          Pahang Oil Palm Estate Div 2          PR22A – 5-20/10/2021 with total 289 mt/13.45 ha.</p>	<p>Complied</p>															
<p>7.4.4</p>	<p>Records of fertiliser inputs are maintained.          - Minor compliance -</p>	<p>Fertilizers were applied as per agronomist recommendation. The records have the information about application date, filed number, dosage applied per palm, type of fertilizer and number of applicators. Types of fertilizer applied were of straight and mixture. Sampling as per below;-</p> <p><b>Pelita Estate</b></p> <table border="1" data-bbox="1137 1058 1926 1241"> <thead> <tr> <th>Type of fertiliser</th> <th>Date</th> <th>Bag used</th> </tr> </thead> <tbody> <tr> <td>Sato Kali DAP 12-4-22.3+0.4B</td> <td>02/11/2022</td> <td>18</td> </tr> <tr> <td>NK Mix</td> <td>24/02/2022</td> <td>48</td> </tr> </tbody> </table> <p><b>Muis Melewar Plantation 2</b></p> <table border="1" data-bbox="1137 1289 1926 1332"> <thead> <tr> <th>Type of fertiliser</th> <th>Date</th> <th>Bag used</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Type of fertiliser	Date	Bag used	Sato Kali DAP 12-4-22.3+0.4B	02/11/2022	18	NK Mix	24/02/2022	48	Type of fertiliser	Date	Bag used				<p>Complied</p>
Type of fertiliser	Date	Bag used																
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Type of fertiliser	Date	Bag used													
Compacted Comp. (10.5-4-22-3+3.0B)	26-30/11/2022	643													
<b>Criterion 7.5:</b> Practices minimise and control erosion and degradation of soils.															
7.5.1	<p><b>(C)</b> Maps identifying marginal and fragile soils, including steep terrain, are available.</p> <p>- Critical (Major) compliance -</p>	Map identifying Soil and terrain were available for all the sampled estates. The map was sourced from publication of the British Government's Overseas Development Administration (Land Resources Division) UK, 1974 for the Sabah Government. There were no soils classified as fragile or marginal in the sampled estates visited.	Complied												
7.5.2	<p>No replanting on steep slopes (above 25 degrees) unless approved by state governments. In case of replanting is permitted, no replanting in contiguous area of steep terrain (greater than 25 degrees) larger than 25 Ha within the Unit of Certification.</p> <p>- Minor compliance -</p>	JC Chang Group has established Guideline Managing Steep Areas Planted with Oil Palms, Doc. Ref. No. C/005-01/2008 dated on 26th December 2008. In order to minimize erosion from planting activities in slopes, the estates practice was to construct terraces and establishment of cover crop such as Mucuna sp. This was sighted during the field visit at all the sampled estates.	Complied												
7.5.3	<p>There is no new planting of oil palm on steep terrain.</p> <p>- Minor compliance -</p>	Pahang Oil Palm Estate Div 2 at PM18A not sighted any new planting on steep terrain.	Complied												
<b>Criterion 7.6:</b> Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.															
7.6.1	<p><b>(C)</b> To demonstrate the long-term suitability of land for palm oil cultivation, soil maps or soil surveys identifying marginal and fragile soils, including steep terrain, are taken into account in plans and operations.</p>	As per sampling in Pelita Estate, the soil map was available refer name TPU Soil Map, Takon Plantation, Pelita estate dated	Complied												

	- Critical (Major) compliance -	04/03/2017. From the map no marginal and fragile soils in estate as per verification.											
7.6.2	Extensive planting on marginal and fragile soils, is avoided, or, if necessary, done in accordance with the soil management plan for best practices. - Minor compliance -	Based on soil maps for each estates were available for verification, which source from British Government’s Overseas Development Administration (Land Resources Division) United Kingdom, 1974, for the Sabah Governments no fragile soil in sampling estate. There was no marginal nor fragile soil at the sampled estates based on soil series and topography maps. Nonetheless, there is no new planting at all the sampled estates	Complied										
7.6.3	Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure. - Minor compliance -	Soil series and topography maps were made available for verification. Nonetheless, there is no new planting at all the sampled estates. Sampling in Muis Melewar Plantation 1 topographic map: - <table border="1" data-bbox="1137 774 1778 954"> <thead> <tr> <th>Field</th> <th>Degree slope</th> </tr> </thead> <tbody> <tr> <td>PM09B03</td> <td>5°</td> </tr> <tr> <td>PM01A05</td> <td>10°</td> </tr> <tr> <td>PM98A10</td> <td>19°</td> </tr> <tr> <td>PM09A10</td> <td>6°</td> </tr> </tbody> </table>	Field	Degree slope	PM09B03	5°	PM01A05	10°	PM98A10	19°	PM09A10	6°	Complied
Field	Degree slope												
PM09B03	5°												
PM01A05	10°												
PM98A10	19°												
PM09A10	6°												
<b>Criterion 7.7:</b> No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly.													
7.7.1	<b>(C)</b> There is no new planting on peat regardless of depth after 15 November 2018 in existing and new development areas. - Critical (Major) compliance -	The soil map was available as per verification (Tawau NB 50-15) and map was published by the British Government Overseas Development Administration (Land Resources Division) United Kingdom, 1974, for Sabah Government. <b>Pelita Estate</b> <table border="1" data-bbox="1137 1193 1928 1337"> <thead> <tr> <th>Type of Soil</th> <th>Parent Material</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Kinabatangan</td> <td>Alluvium</td> <td>10%</td> </tr> <tr> <td>Sapi</td> <td>Alluvium and peat</td> <td>4%</td> </tr> </tbody> </table>	Type of Soil	Parent Material	Percentage	Kinabatangan	Alluvium	10%	Sapi	Alluvium and peat	4%	Complied	
Type of Soil	Parent Material	Percentage											
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		<table border="1"> <tr> <td>Lung Manis</td> <td>Mudstone and Alluvium</td> <td>22%</td> </tr> <tr> <td>Kalabakan</td> <td>Mudstone and sandstone</td> <td>61%</td> </tr> <tr> <td>Tengah Nipah</td> <td>Sandstone, mudstone and alluvium</td> <td>3%</td> </tr> </table>	Lung Manis	Mudstone and Alluvium	22%	Kalabakan	Mudstone and sandstone	61%	Tengah Nipah	Sandstone, mudstone and alluvium	3%				
Lung Manis	Mudstone and Alluvium	22%													
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Tengah Nipah	Sandstone, mudstone and alluvium	3%													
		<p>From The soil test report as per ref no. PLT/SUPP/015/0422/JEFF-MNH dated 18/4/2022 the organic matter at field No 98A block A13 only 1.31%. No peat soil criteria in Pelita estate as per RSPO guidelines.</p>													
		<p><b>Muis Melewar Plantation 2</b></p>													
		<table border="1"> <thead> <tr> <th>Type of Soil</th> <th>Parent Material</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Brantian</td> <td>Alluvium</td> <td>0.43%</td> </tr> <tr> <td>Bang</td> <td>Mudstone, sandstones and miscellaneous rock</td> <td>52.99%</td> </tr> <tr> <td>Gumpal</td> <td>Mudstone, sandstones and miscellaneous rock</td> <td>46.58%</td> </tr> </tbody> </table>	Type of Soil	Parent Material	Percentage	Brantian	Alluvium	0.43%	Bang	Mudstone, sandstones and miscellaneous rock	52.99%	Gumpal	Mudstone, sandstones and miscellaneous rock	46.58%	
Type of Soil	Parent Material	Percentage													
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		<p>From The soil test report as per ref no. MMP2/103/01/0422/MC/js dated 13/05/2022 the organic matter at field was range around 0.70% - 0.23%. No peat soil criteria in Muis 2 estate as per RSPO guidelines.</p>													
		<p><b>Muis Melewar Plantation 1</b></p>													
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7.7.2	<p>Areas of peat within the managed areas are inventoried, documented and reported (effective from 15 November 2018) to RSPO Secretariat.</p> <p><b>PROCEDURAL NOTE:</b> Maps and other documentation of peat soils are provided, prepared and shared in line with RSPO Peatland Working Group (PLWG) audit guidance (see Procedural Note for 7.7.5 below).</p> <p>- Minor compliance -</p>	<p>The peat already been inventory and documented and ben sent to RSPO sec on 15/11/2020 where the total peat area was 109.40 ha Peat land management plan dated 1/7/2022.</p>	Complied																		
7.7.3	<p><b>(C)</b> Subsidence of peat is monitored, documented and minimised.</p> <p>- Critical (Major) compliance -</p>	<p>There are 109.4 ha of peat soil in Pahang Oil Palm Estate Div 2. The management was monitored the subsidence for peat soil area accordingly to peat soil management plan dated 01/07/2022. Subsidence soil record available dated 24/10/2022 at N 05° 20'47.4" E 118° 08' 53.5". This record has been collected quarterly basis and previously record was on 24/7/2022. The result showed variance 0 cm as per record.</p>	Complied																		

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7.7.4	<p><b>(C)</b> A documented water and ground cover management programme is in place. - Critical (Major) compliance -</p>	<p>There are 4 point for monitoring water table in estate. Latest monitoring was on 3/10/2022 and previously was on 26/9/2022. This record was taken weekly basis. The record was available at Pahang Oil Palm Estate Div 2.</p>	Complied
7.7.5	<p><b>(C)</b> For plantations planted on peat, drainability assessments are conducted following the RSPO Drainability Assessment Procedure, or other RSPO recognised methods, at least five years prior to replanting. The assessment result is used to set the timeframe for future replanting, as well as for phasing out of oil palm cultivation at least 40 years, or two cycles, whichever is greater, before reaching the natural gravity drainability limit for peat. When oil palm is phased out, it is replaced with crops suitable for a higher water table (paludiculture) or rehabilitated with natural vegetation.  This is subject to transitional (5 years: 2019 to 2024) arrangement stated in the Drainability Assessment Procedure.  Within 12 months initial implementation period, company could submit other alternate methodologies to be considered by RSPO for recognition. - Critical (Major) compliance -</p>	<p>From the estate record the field 109.4 ha already been replanted in year 2018. The drainability record was not applicable until the next replanting will be conduct in year 2045.</p>	Complied
7.7.6	<p><b>(C)</b> All existing plantings on peat are managed according to the 'RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', version 2 (2019) and associated audit guidance. - Critical (Major) compliance -</p>	<p>The existing planting on peat has been managed accordingly to RSPO Manual on Best practice Management practices such as to install water table guide for monitoring.</p>	Complied
7.7.7	<p><b>(C)</b> All areas of unplanted and set-aside peatlands in the managed area (regardless of depth) are protected as "peatland conservation areas"; new drainage, road building and power lines by the unit of certification on peat soils is prohibited; peatlands are managed in accordance with the 'RSPO BMPs for Management and Rehabilitation of Natural Vegetation Associated with Oil Palm Cultivation on Peat', version 2 (2019) and associated audit guidance.</p>	<p>As per verification at site, the peat area was manage accordingly to RSPO BMPs for Management and Rehabilitation of Natural Vegetation Associated with Oil Palm Cultivation on Peat', version 2 (2019). The record of monitoring was available and during interview with management they aware regarding this matter.</p>	Complied

	- Critical (Major) compliance -		
<b>Criterion 7.8:</b> Practices maintain the quality and availability of surface and groundwater.			
7.8.1	<p>A water management plan is in place and implemented to promote more efficient use and continued availability of water sources and to avoid negative impacts on other users in the catchment. The plan addresses the following:</p> <ul style="list-style-type: none"> <li>a) The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities.</li> <li>b) Workers have adequate access to clean water.</li> </ul> <p>- Minor compliance -</p>	<p>The estate has established Water management plan. Latest review was conducted on 03/01/2022.</p> <p><b>Melewar POM</b></p> <ol style="list-style-type: none"> <li>1. The mill conducted river water sampling analysis on monthly basis and submitted to DOE on quarterly basis. Reviewed the water sampling results no. R22/10/167, R22/9/224, R22/8/142, R22/7/130 and R22/6/62.</li> <li>2. The estate provide clean water to all the executives, staff and workers by water treatment plan free of charge. The estate conducted drinking water analysis once a year. Latest sampling was conducted in 26/10/2022. Refer report no. W221031/01 dated 23/11/2022. Results was not conform to National Standards for Drinking Water Quality, 2<sup>nd</sup> Version, January 2004. Resampling was conducted on 30/11/2022.</li> <li>3. The mill have channelled the leachate from the EFB storage area to the effluent pond as sighted during site visit at the EFB storage area.</li> </ol> <p><b>Pahang Oil Palm Estate Div. 2</b></p> <ol style="list-style-type: none"> <li>1. The estate provide clean water to all the executives, staff and workers by water treatment plan free of charge. The estate conducted drinking water analysis once a year. Latest sampling was conducted on 09/08/2022. Refer report no. W220810/01. The results conform to National Standards for Drinking Water Quality, 2nd Version, January 2004</li> </ol>	Complied

		<ol style="list-style-type: none"> <li>2. The estate continuously conducted training to ensure the awareness on saving water to all the workers. reviewed the training records dated 28/09/2022</li> <li>3. The estate monitor the rainfall data on daily basis. As todated November 2022, rainfall recorded at 2267 mm over 173 rained days.</li> </ol> <p><b>Pelita Estate</b></p> <ol style="list-style-type: none"> <li>1. To reduce the usage of treated water, the estate has provided every house, store, workshop and chemical mixing area with blue water tank for rain water harvesting.</li> <li>2. The estate installed sump to collect waste water from chemical premixing activities as sighted at the chemical premix area during site visit. The waste water collected were reused back in chemical premixing.</li> <li>3. The estate provide clean water to all the executives, staff and workers by water treatment plan free of charge. The estate conducted drinking water analysis once a year. Latest sampling was conducted on 08/06/2022. Refer report no. W220614/01. The results conform to National Standards for Drinking Water Quality, 2nd Version, January 2004</li> </ol> <p><b>MUIS Melewar Plantation 2</b></p> <ol style="list-style-type: none"> <li>1. The estate provide clean water to all the executives, staff and workers by water treatment plan free of charge. The estate conducted drinking water analysis once a year. Latest sampling was conducted on 24/01/2022. Refer report no. W220209/01. The results conform to National Standards for Drinking Water Quality, 2nd Version, January 2004</li> </ol>	
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		<ol style="list-style-type: none"> <li>2. The estate monitor the domestic water consumption per population on monthly basis. Reviewed the data FY 2022 as todate November recorded at 104 L/person/day.</li> <li>3. To reduce the usage of treated water, the estate has provided every house, store, workshop and chemical mixing area with blue water tank for rain water harvesting.</li> </ol> <p><b>MUIS Melewar Plantation 2</b></p> <ol style="list-style-type: none"> <li>1. The estate provide clean water to all the executives, staff and workers by water treatment plan free of charge. The estate conducted drinking water analysis once a year. Latest sampling was conducted on 19/01/2022. Refer report no. W220119/01 and W220119/02 dated 14/02/2022. The results conform to National Standards for Drinking Water Quality, 2nd Version, January 2004</li> <li>2. The estate monitor the domestic water consumption per population on monthly basis. Reviewed the data FY 2022 as todate November recorded at 283 L/person/day.</li> </ol>	
7.8.2	<p><b>(C)</b> Water courses and wetlands are protected, including maintaining and restoring appropriate riparian and other buffer zones in line with 'RSPO Manual on BMPs for the management and rehabilitation of riparian reserves' (April 2017) or applicable National legislation or specific environmental permit. Smallholders may replant existing planted areas provided there is no evidence of environmental deterioration having occurred during the previous cycle.</p> <p>- Critical (Major) compliance -</p>	<p>The estate has established river buffer zone for river through and at the estate boundary. The buffer zone has been demarcated with yellow colour peg along the buffer zone.</p> <p><b>Pahang Oil Palm Estate Div. 2</b></p> <ol style="list-style-type: none"> <li>1. The estate has established riparian buffer zone at the natural waterways flow through the estate as sighted in field PR 22A3 and PR2A4, and PM17A1.</li> <li>2. The estate estate continuously conducted training on prohibition of chemicals application at riparian buffer zone area. Reviewed latest training records dated 15/10/2022. Sighted no chemical</li> </ol>	Complied

		<p>application at at the buffer zone area and the vegetation is well growth.</p> <p>3. The estate has identified water sampling point for natural water stream flow through the estate conducted river water sampling once a year. Latest sampling was conducted on 08/08/2022. Refer report no. R22/8/146 dated 15/08/2022.</p> <p><b>Pelita Estate</b></p> <p>1. The estate has established buffer zone for Sg. Lumeru as sighted in field PM99 A11. The buffer zone were clearly demarcated with yellow colour pole. The vegetation along the buffer zone was well maintained. The estate has erected signboard on prohibition of chemical application, swimming, fishing, cutting down trees and open burning at the buffer zone area.</p> <p>2. The estate has identified water sampling point for natural water stream flow through the estate conducted river water sampling once a year. Latest sampling was conducted on 04/10/2022. Refer report no. R22/10/72 dated 12/10/2022</p> <p><b>MUIS Melewar Plantation 2</b></p> <p>1. The estate has established and demarcated riparian buffer zone for natural waterways flow through the estate as sighted during site visit at field PM99 A20, buffer zone for Sg. Binuang. The buffer zone was demarcated with yellow colour pole. The vegetation along the buffer zone is well maintain.</p> <p>2. The estate has identified water sampling point for natural water stream flow through the estate conducted river water sampling</p>	
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		<p>once a year. Latest sampling was conducted on 24/01/2022. Refer report no. R22/1/329 dated 29/01/2022</p> <p><b>MUIS Melewar Plantation MUIS Melewar Plantation</b></p> <ol style="list-style-type: none"> <li>1. The estate has established and demarcated riparian buffer zone for natural waterways flow through the estate as sighted during site visit at field PM09 A10, buffer zone for Sg. Merotai Kanan. The buffer zone was demarcated with red colour pole. The vegetation along the buffer zone is well maintain.</li> <li>2. The estate has identified water sampling point for natural water stream flow through the estate conducted river water sampling once a year. Latest sampling was conducted on 24/01/2022. Refer report no. R22/1/250 dated 24/01/2022.</li> <li>3. The estate continuously conducted training to ensure the workers awareness on riparian buffer zone area. The estate has erected signage on prohibition of trespassing, cutting down trees, farming, fishing, building shelter, and chemical application at the area as sighted at field PM09 A10. The estate also conducted briefing on buffer zone area. Reviewed the briefing records dated 18/05/2022.</li> </ol>							
7.8.3	<p>Mill effluent is treated to be in compliance with national regulations. Discharge quality of mill effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored.</p> <p>- Minor compliance -</p>	<p>Mill effluent is treated through biological anaerobic treatment. Regular monitoring was conducted as per requirement. Monthly and quarterly report was submitted to DOE accordingly. Reviewed the Quarterly Return Form to DOE as follows:</p> <p>2<sup>nd</sup> quarter 2022</p> <table border="1" data-bbox="1256 1241 1809 1348"> <thead> <tr> <th>Month</th> <th>Parameter</th> <th>Results</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Month	Parameter	Results				Complied
Month	Parameter	Results							

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			January	BOD	15.00			
				pH	8.00			
			February	BOD	17.00			
				pH	8.30			
			March	BOD	18.00			
				pH	8.00			
						Month	Parameter	Results
			April	BOD	18.00			
				pH	8.20			
			May	BOD	17.00			
				pH	8.70			
			June	BOD	18.00			
pH	8.20							

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			<table border="1"> <thead> <tr> <th>Month</th> <th>Parameter</th> <th>Results</th> </tr> </thead> <tbody> <tr> <td rowspan="2">July</td> <td>BOD</td> <td>18.00</td> </tr> <tr> <td>pH</td> <td>8.20</td> </tr> <tr> <td rowspan="2">August</td> <td>BOD</td> <td>18.00</td> </tr> <tr> <td>pH</td> <td>8.00</td> </tr> <tr> <td rowspan="2">September</td> <td>BOD</td> <td>16.00</td> </tr> <tr> <td>pH</td> <td>8.60</td> </tr> </tbody> </table>	Month	Parameter	Results	July	BOD	18.00	pH	8.20	August	BOD	18.00	pH	8.00	September	BOD	16.00	pH	8.60									
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7.8.4	<p>Mill water use per tonne of FFB is monitored and recorded.</p> <p>- Minor compliance -</p>	<p>The mill monitor water usage on monthly basis. reviewed the records as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td>N/A</td> <td>1.68</td> </tr> <tr> <td>Feb</td> <td>N/A</td> <td>1.91</td> </tr> <tr> <td>Mar</td> <td>N/A</td> <td>1.76</td> </tr> <tr> <td>Apr</td> <td>N/A</td> <td>1.37</td> </tr> <tr> <td>May</td> <td>N/A</td> <td>1.56</td> </tr> <tr> <td>Jun</td> <td>N/A</td> <td>1.63</td> </tr> <tr> <td>Jul</td> <td>0.84</td> <td>1.20</td> </tr> <tr> <td>Aug</td> <td>1.66</td> <td>0.84</td> </tr> </tbody> </table>		2021	2022	Jan	N/A	1.68	Feb	N/A	1.91	Mar	N/A	1.76	Apr	N/A	1.37	May	N/A	1.56	Jun	N/A	1.63	Jul	0.84	1.20	Aug	1.66	0.84	Complied
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			Dec	1.84	N/A																																																																						
<b>Criterion 7.9: Efficiency of fossil fuel use and the use of renewable energy is optimised</b>																																																																											
7.9.1	<p>A plan for efficiency of the use of fossil fuels and to optimise renewable energy is implemented, monitored and documented.</p> <p>- Minor compliance -</p>	<p>The estate has established plan for efficiency used of fossil fuel. Reviewed the implementation as follows:</p> <p>The operating units monitor the diesel consumption on monthly basis as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>MOM</th> <th>POP 2</th> <th>PPE</th> <th>MMP2</th> <th>MMP1</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>2.63</td><td>13.22</td><td>9.95</td><td>10.56</td><td>12.51</td></tr> <tr><td>Feb</td><td>1.86</td><td>15.65</td><td>12.78</td><td>12.44</td><td>12.81</td></tr> <tr><td>Mar</td><td>1.57</td><td>16.63</td><td>8.42</td><td>10.97</td><td>13.37</td></tr> <tr><td>Apr</td><td>1.11</td><td>16.80</td><td>10.78</td><td>9.21</td><td>13.89</td></tr> <tr><td>May</td><td>1.22</td><td>19.55</td><td>7.16</td><td>8.18</td><td>14.06</td></tr> <tr><td>Jun</td><td>2.00</td><td>17.22</td><td>10.68</td><td>9.38</td><td>14.31</td></tr> <tr><td>Jul</td><td>2.40</td><td>10.07</td><td>13.08</td><td>9.07</td><td>18.34</td></tr> <tr><td>Aug</td><td>1.12</td><td>10.09</td><td>10.37</td><td>12.00</td><td>18.85</td></tr> <tr><td>Sep</td><td>0.97</td><td>8.56</td><td>9.29</td><td>12.59</td><td>19.59</td></tr> <tr><td>Oct</td><td>0.76</td><td>6.83</td><td>10.71</td><td>13.04</td><td>19.77</td></tr> <tr><td>Nov</td><td>0.70</td><td>8.73</td><td>8.28</td><td>10.67</td><td>19.97</td></tr> </tbody> </table>		MOM	POP 2	PPE	MMP2	MMP1	Jan	2.63	13.22	9.95	10.56	12.51	Feb	1.86	15.65	12.78	12.44	12.81	Mar	1.57	16.63	8.42	10.97	13.37	Apr	1.11	16.80	10.78	9.21	13.89	May	1.22	19.55	7.16	8.18	14.06	Jun	2.00	17.22	10.68	9.38	14.31	Jul	2.40	10.07	13.08	9.07	18.34	Aug	1.12	10.09	10.37	12.00	18.85	Sep	0.97	8.56	9.29	12.59	19.59	Oct	0.76	6.83	10.71	13.04	19.77	Nov	0.70	8.73	8.28	10.67	19.97	Complied
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		<p>To reduce the usage of non-renewable fuel, the mill use by-product such as shell and EFB/ fiber through reused back as fuel for boiler. Reviewed the sampled records of of by-product disposal as follows:</p> <table border="1" data-bbox="1310 475 1753 837"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="2">Reused as boiler fuel</th> </tr> <tr> <th>Fiber</th> <th>Shell</th> </tr> </thead> <tbody> <tr> <td>Jul 2022</td> <td>1,126.99</td> <td>1,277.73</td> </tr> <tr> <td>Aug 2022</td> <td>1,527.88</td> <td>1,698.11</td> </tr> <tr> <td>Sep 2022</td> <td>688.87</td> <td>1,782.71</td> </tr> <tr> <td>Oct 2022</td> <td>1,266.91</td> <td>1,967.16</td> </tr> <tr> <td>Nov 2022</td> <td>1,338.00</td> <td>2,073.24</td> </tr> </tbody> </table> <p>The estate ensure all machineries and vehicle were in optimum condition by conducting servicing on timely basis. Reviewed the service records for tractor no. V89 and V95 (Pahang Oil Palm estate Div. 2), Backhoe no. BH01 (Pelita Estate), Engine no. V81 and V82 (MUIS Melewar Plantation 2), and Genset no 9940 04 and 8840 (MUIS Melewar Plantation 1) for the month of September, October and November 2022.</p>	Month	Reused as boiler fuel		Fiber	Shell	Jul 2022	1,126.99	1,277.73	Aug 2022	1,527.88	1,698.11	Sep 2022	688.87	1,782.71	Oct 2022	1,266.91	1,967.16	Nov 2022	1,338.00	2,073.24	
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<p><b>Criterion 7.10:</b> Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions.</p>																							
7.10.1	<p><b>(C)</b> GHG emissions are identified and assessed for the unit of certification. Plans to reduce or minimise them are implemented, monitored through the Palm GHG calculator and publicly reported.</p> <p>- Critical (Major) compliance -</p>	<p>Monitoring and reporting of the significant pollutants to water, gaseous emissions to air and contamination on land are in place. Tools and systems used include the DOE online CEMS monitoring for air emissions, water quality at discharge points as per DID regulations and SW disposal were adhering to DOE requirements. Water samples were regularly taken every month and tested by mill</p>	Complied																				

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		<p>environment officer in charge and analysed to ensure compliance to DOE requirements at final discharge points.</p> <p>Monitoring of the GHG quantity was done through RSPO PalmGHG Calculator Version 4.0 which is submitted to the RSPO Secretariat. Based on verification of various record, the data in the RSPO PalmGHG Calculator was correct.</p> <p>The operating units has established plan for efficiency of the use of fossil fuels documented in Environmental and Social Improvement Plan.</p>	
7.10.2	<p><b>(C)</b> Starting 2014, the carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development are estimated and a plan to minimise them prepared and implemented (following the RSPO GHG Assessment Procedure for New Development).</p> <p>- Critical (Major) compliance -</p>	No development within Melewar Production Unit since 2014	Complied
7.10.3	<p><b>(C)</b> Other significant pollutants are identified and plans to reduce or minimise them implemented and monitored.</p> <p>- Critical (Major) compliance -</p>	Significant pollutants identification was conducted during environmental impact assessment and plans are documented in Environmental and Social Improvement Plan.. Implementation of plan is being monitored by appointed person in charge with target of time frame for completion.	Complied
<b>Criterion 7.11:</b> Fire is not used for preparing land and is prevented in the managed area			
7.11.1	<p><b>(C)</b> Land for new planting or replanting is not prepared by burning.</p> <p>- Critical (Major) compliance -</p>	For new planting and replanting land preparation JC Chang Group has established SOP documented in Guideline on Group's Long Term Replanting Program, ref. doc. no A/016-09/2022 dated 19/01/2022,	Complied
7.11.2	<p>The unit of certification establishes fire prevention and control measures for the areas directly managed by the unit of certification.</p> <p>- Minor compliance -</p>	JC Chang Group has established fire prevention and control measures documented in Guidelines on Fire Prevention, Control and Stakeholder Engagement. Refer doc.no. M/017-03/2020 dated 17/01/2020	Complied

7.11.3	<p>The unit of certification engages with adjacent stakeholders on fire prevention and control measures.</p> <p>- Minor compliance -</p>	<p>The certification units engages the fire prevention and control measures with the adjacent stakeholders during stakeholders' consultation. The consultation was conducted through official letter, meeting or visit to the stakeholders' estate/office/house. Reviewed the stakeholders consultation records conducted as follows:</p> <table border="1" data-bbox="1137 539 1930 788"> <thead> <tr> <th>Estate</th> <th>Engagement date</th> </tr> </thead> <tbody> <tr> <td>Pahang Oil Palm 2 Estate</td> <td>16/11/2022</td> </tr> <tr> <td>Pelita Estate</td> <td>04/10/2022</td> </tr> <tr> <td>MUIS Melewar Plantation 2</td> <td>13/06/2022</td> </tr> <tr> <td>MUIS Melewar Plantation 1</td> <td>02/12/2022, 27/02/2022</td> </tr> </tbody> </table>	Estate	Engagement date	Pahang Oil Palm 2 Estate	16/11/2022	Pelita Estate	04/10/2022	MUIS Melewar Plantation 2	13/06/2022	MUIS Melewar Plantation 1	02/12/2022, 27/02/2022	Complied
Estate	Engagement date												
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<p><b>Criterion 7.12:</b> Land clearing does not cause deforestation or damage any area required to protect or enhance High Conservation Values (HCVs) or High Carbon Stock (HCS) forest. HCVs and HCS forests in the managed area are identified and protected or enhanced.</p>													
7.12.1	<p><b>(C)</b> Land clearing since November 2005 has not damaged primary forest or any area required to protect or enhance HCVs. Land clearing since 15 November 2018 has not damaged HCVs or HCS forests.</p> <p>A historic Land Use Change Analysis (LUCA) is conducted prior to any new land clearing, in accordance with the RSPO LUCA guidance document.</p> <p>- Critical (Major) compliance -</p>	<p>No new planting development in the certification unit since 15/11/2018.</p> <p>For existing planted area, the Melewar Production Units has conducted HCV assessment for all operating units as per reports as follows:</p> <p><b>Pahang Oil Palm Estate Div. 2</b></p> <ol style="list-style-type: none"> <li>Social and Environmental Impact Assessment including Preliminary Management Review, JC Chang Group's Asia and Melewar Production units, Sabah , Malaysia dated 13/07/2011 by Wild Asia (Malaysia) under section 3. High Conservation Value Assessment.</li> </ol>	Complied										

		<p><b>Pelita Estate, Muis Melewar Plantation 1 and Muis Melewar Plantation 2</b></p> <ol style="list-style-type: none"> <li>High Conservation Value Scoping and Biodiversity Impact Assessment for JC Chang Group, Takon Production Unit, Sabah, dated 15/11/2015.</li> <li>Land Use Change Analysis (LUCA) Verification of 2<sup>nd</sup> Clarification Result Document RSPO for Carotino JC Chang Group dated 16/11/2017.</li> </ol>																		
7.12.2	<p><b>(C)</b> HCVs, HCS forests and other conservation areas are identified as follows:</p> <p>a) For existing plantations with an HCV assessment conducted by an RSPO-approved assessor and no new land clearing after 15 November 2018, the current HCV assessment of those plantations remains valid.</p> <p>b) Any new land clearing (in existing plantations or new plantings) after 15 November 2018 is preceded by an HCV-HCS assessment, using the HCSA Toolkit and the HCV-HCSA Assessment Manual. This will include stakeholder consultation and take into account wider landscape-level considerations.</p> <p><b>PROCEDURAL NOTE:</b>          Requirement is further clarified under the Interpretation of Indicator 7.12.2 and Annex 5 (approved by BOG on 12 June 2019).          - Critical (Major) compliance -</p>	<p>As per HCV assessment conducted, the operating unit has identified HCV or conservation area. Among the HCV or conservation area as follows:</p> <table border="1" data-bbox="1137 758 1926 1396"> <thead> <tr> <th>Estate</th> <th>Area</th> <th>HCV/ Conservation Area</th> </tr> </thead> <tbody> <tr> <td rowspan="5">Pahang Oil Palm Estate Div. 2</td> <td>Boundary with smallholders, kebaco, Pahang Oil Palm Estate Div. 3, Sentrabayu and Mekewar 2 Estate</td> <td>Conservation Area</td> </tr> <tr> <td>Water Catchment area</td> <td>Conservation Area</td> </tr> <tr> <td>Riparian Zone</td> <td>Conservation Area</td> </tr> <tr> <td>Un planted area</td> <td>Conservation Area</td> </tr> <tr> <td>Teak planted area</td> <td>Conservation Area</td> </tr> <tr> <td>Pelita Estate</td> <td>Boundary for with Tabin Forest Reserve</td> <td>Conservation Area</td> </tr> </tbody> </table>	Estate	Area	HCV/ Conservation Area	Pahang Oil Palm Estate Div. 2	Boundary with smallholders, kebaco, Pahang Oil Palm Estate Div. 3, Sentrabayu and Mekewar 2 Estate	Conservation Area	Water Catchment area	Conservation Area	Riparian Zone	Conservation Area	Un planted area	Conservation Area	Teak planted area	Conservation Area	Pelita Estate	Boundary for with Tabin Forest Reserve	Conservation Area	Complied
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		<table border="1"> <tr> <td></td> <td>Sg. Lumeru</td> <td>Conservation Area</td> </tr> <tr> <td rowspan="2">MUIS Melewar Plantation 2</td> <td>Boundary for Ulu Kalumpang Forest Reserve</td> <td>Conservation Area</td> </tr> <tr> <td>Water Spring at field P98 A11</td> <td>Conservation Area</td> </tr> <tr> <td rowspan="2">MUIS Melewar Plantation 1</td> <td>Boundary for Tawau Hill national Park Reserve</td> <td>HCV 1</td> </tr> <tr> <td>Buffer zone for Sg. Merotai kanan</td> <td>Conservation Area</td> </tr> </table> <p>The operating units has established Management Plans for all HCV or Conservation Area identified and reviewed on annually basis documented in Potential High Conservation Value Management Plan Review. Latest review was conducted as follows:</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>Date review</th> </tr> </thead> <tbody> <tr> <td>Pahang Oil Palm Estate Div. 2</td> <td>07/03/2022</td> </tr> <tr> <td>Pelita Estate</td> <td>01/10/2022</td> </tr> <tr> <td>Muis Melewar Plantation 2</td> <td>01/06/2022</td> </tr> <tr> <td>Muis Melewar Plantation 1</td> <td>07/09/2022</td> </tr> </tbody> </table>		Sg. Lumeru	Conservation Area	MUIS Melewar Plantation 2	Boundary for Ulu Kalumpang Forest Reserve	Conservation Area	Water Spring at field P98 A11	Conservation Area	MUIS Melewar Plantation 1	Boundary for Tawau Hill national Park Reserve	HCV 1	Buffer zone for Sg. Merotai kanan	Conservation Area	Estate	Date review	Pahang Oil Palm Estate Div. 2	07/03/2022	Pelita Estate	01/10/2022	Muis Melewar Plantation 2	01/06/2022	Muis Melewar Plantation 1	07/09/2022	
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7.12.3	<i>Indicator is not applicable in Malaysia context</i>	Not Applicable	Not Applicable																							
7.12.4	<b>(C)</b> Where HCVs, HCS forests after 15 November 2018, peatland and other conservation areas have been identified, they are protected and/or enhanced. An integrated management plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed,	The operating units has established Management Plans for all HCV or Conservation Area identified and reviewed on annually basis documented in Potential High Conservation Value Management Plan	Complied																							

	<p>implemented and adapted where necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan is developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).</p> <p>- Critical (Major) compliance -</p>	<p>Review. Reviewed the implementation of the management plan as follows:</p> <p><b>Pahang Oil Palm Estate Div. 2</b></p> <ol style="list-style-type: none"> <li>1. The estate has established riparian buffer zone at the natural waterways flow through the estate as sighted in field PR 22A3 and PR2A4, and PM17A1.</li> <li>2. The estate estate continuously conducted training on prohibition of chemicals application at riparian buffer zone area. Reviewed latest training records dated 15/10/2022. Sighted no chemical application at at the buffer zone area and the vegetation is well growth.</li> <li>3. The estate has erected signboard on prohibition of illegal hunting at the unplanted area as sighted in field PM14A and PM15A</li> <li>4. To reduce the usage of chemical/ pesticides, the estate planted the beneficial plant Tunera, Cassia, Antigonant. As Predator Host Plant. As per latest census, for mature area recorded 850 point of beneficial planted.</li> </ol> <p><b>Pelita Estate</b></p> <ol style="list-style-type: none"> <li>1. The estate has established buffer zone for Sg. Lumeru. The vegetation along the buffer zone was well maintained. The estate has erected signboard on prohibition of chemical application, swimming, fishing, cutting down trees and open burning at the buffer zone area.</li> <li>2. The estate continuously conducted awareness on the conservation area, buffer zone area and RTE species for the estate workers. Reviewed the briefing records in Muster Call Briefing Book. Reviewed briefing records dated 24/01/2022 and 23/05/2022.</li> </ol>	
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		<ol style="list-style-type: none"> <li>3. The estate maintain the records of animal sighting (RTE) in the estate. Reviewed the records of Elephant incursion in the estate FY 2022. The estate continuously communicate with the Wildlife Department regarding the the Elephant incursion.</li> <li>4. The estate has erected signboard on prohibition of illegal hunting at the conservation area as sighted at PM98 A10.</li> </ol> <p><b>Muis Melewar Plantation 2</b></p> <ol style="list-style-type: none"> <li>1. The estate has erected signboard on awareness of RTE and HCV/ conservation area at designated places in the estate such as estate main entrance, conservation area and housing area.</li> <li>2. All visitors to the estate are required to read, understand and acknowledge the Sustainability Standards each time enter the estate. In the Sustainability Standards includes prohibition of hunting, fishing, trapping or collecting wildlife in the estate.</li> <li>3. The estate maintain the records of animal sighting in the estate. Reviewed the records FY 2022.</li> <li>4. The estate continuously provide awareness on the HCV, conservation area and RTE species to the workers. Reviewed the muster briefing records dated 14/05/2022.</li> </ol> <p><b>Muis Melewar Plantation 1</b></p> <ol style="list-style-type: none"> <li>1. The estate continuously provide awareness on the HCV, conservation area and RTE species to the workers. Reviewed the muster briefing records dated 16/04/2022.</li> <li>2. The estate has erected signboard on awareness of RTE and HCV/ conservation area at designated places in the estate such as estate main entrance, HCV area and housing area.</li> </ol>	
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		<p>3. Noted during site visit at the HCV area adjacent with Tawau Hill National Park Reserve, noted that there is no evidence of trespassing, the boundary was clearly demarcated with blue colour peg and the vegetation along the boundary was left untouched.</p> <p>4. The estate maintain the records of animal sighting in the estate. Reviewed the records FY 2022.</p>	
7.12.5	<p>Where rights of local communities have been identified in HCV areas, HCS forest after 15 November 2018, peat land and other conservation areas, there is no reduction of these rights without evidence of a negotiated agreement, obtained through FPIC, encouraging their involvement in the maintenance and management of these conservation areas.</p> <p>- Minor compliance -</p>	<p>There was no rights of local communities been identified in HCV areas, HCS forest after 15/11/2018, peat land and other conservation areas.</p>	Complied
7.12.6	<p>All rare, threatened or endangered (RTE) species are protected, whether or not they are identified in an HCV assessment. A programme to regularly educate the workforce about the status of RTE species is in place. Appropriate disciplinary measures are taken and documented in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect, trade, possess or kill these species.</p> <p>- Minor compliance -</p>	<p>No new planting development in the certification unit since 15/11/2018.</p> <p>The estates management continue to promote awareness on HCV/RTE to the workers during morning briefing and training. Reviewed training records as per criteria 3.7.2.</p> <p>The estates has also erected signage at strategic designated places in the estates such as at the estates entrance, office, housing area and notice board to ensure the awareness on the HCV and RTE.</p> <p>The estate has also communicate the information on HCV and RTE to all stakeholders during stakeholders meeting.</p>	Complied
7.12.7	<p>The status of HCVs, HCS forests after 15 November 2018, other natural ecosystems, peatland conservation areas and RTE species is monitored. Outcomes of this monitoring are fed back into the management plan.</p> <p>- Minor compliance -</p>	<p>No new planting development in the certification unit since 15/11/2018.</p> <p>The audit findings have confirmed that there is no new HCVs, HCS forests peatland and other conservation areas been identified after 15/11/2018 in the all estates sampled.</p>	Complied

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		<p>Monitoring of these areas are made through the daily field supervision by the field staff and executives.</p> <p>The estate recorded animal/ trace of animal sighted in the estate. Reviewed the animal sighting records FY 2022 at the estates sampled.</p> <p>If there is any RTE sighted, the estates recorded in animal sighting book. Reviewed the animal sighting records at Pelita Estate which have boundary with Tabin Forest Reserve, Muis Melewar Plantation 2 Estate adjacent to Ulu Kalumpong Forest Reserve and</p> <p>The estate communicate with Sabah Wildlife Department in any Elephant incursion through Whatsapp Application.</p>	
7.12.8	<p><b>(C)</b> Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15 November 2018, the Remediation and Compensation Procedure (RaCP) applies.</p> <p>- Critical (Major) compliance -</p>	<p>No land clearing without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15/11/2008 2018 within certification unit.</p>	Complied



**Appendix B: GHG Reporting Executive Summary**

The GHG emissions that were produced in **2021** for **Melewar POM** and supply base was calculated using the PalmGHG Calculator version 3.0.1. The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

- i. Estates area planted data
- ii. Fuel consumed
- iii. Mill datas include CPO produced, PKO Produced and FFB Processed
- iv. Fertilizer consumed data for both estates and smallholders.

The summary of the Net GHG emitted in **2021** for **Melawar POM** and supply base are as following:

Emission per product	tCO <sub>2</sub> e/tProduct
CPO	0.82
PKO	0.00

Extraction	%
OER	21.32
KER	4.27

Production	t/yr
FFB Process	176,772.57
CPO Produced	37,695.13
PKO Produced	0.00

Land Use	Ha
OP Planted Area	27,913.43
OP Planted on peat	109.40
Conservation (forested)	0.00
Conservation (non-forested)	754.17
<b>Total</b>	<b>28,777.00</b>

**Summary of Field Emission and Sink**

	Own Crop*		Group		3 <sup>rd</sup> Party		Total	
	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB
<b>Emission</b>								
Land Conversion	64,868.37	0.48	27,502.94	2.04	0.00	0.00	9,2371.31	0.62
CO <sub>2</sub> Emission from fertilizer	6,863.88	0.05	395.07	0.03	0.00	0.00	7,258.95	0.05
NO <sub>2</sub> Emission	403.47	0.00	0.00	0.00	0.00	0.00	403.47	0.00
Fuel Consumption	4,729.20	0.03	306.69	0.02	0.00	0.00	5,035.88	0.03
Peat Oxidation	2,377.96	0.02	153.43	0.01	0.00	0.00	2,531.39	0.02
<b>Sink</b>								
Crop Sequestration	-5,9667.18	-0.44	-25,752.58	-1.91	0.00	0.00	-85,419.76	-0.57
Conservation Sequestration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>22,518.55</b>	<b>0.17</b>	<b>2,605.55</b>	<b>0.19</b>	<b>0.00</b>	<b>0.00</b>	<b>28,135.64</b>	<b>0.19</b>

**Summary of Mill Emission and Credit**

	tCO <sub>2</sub> e	tCO <sub>2</sub> e/tFFB
<b>Emission</b>		
POME	8,832.75	0.05
Fuel Consumption	901.22	0.01
Grid Electricity Utilization	0.00	0.00
<b>Credit</b>		
Export of Grid Electricity	0.00	0.00
Sales of PKS	-672.14	0.00
Sales of EFB	0.00	0.00
<b>Total</b>	<b>9,061.83</b>	<b>0.06</b>

**Summary of Kernel Crusher Emission and Credit (if applicable)**

Emissions	tCO <sub>2</sub> e
PK from own mill	0.00
PK from other source	0.00
Fuel Consumptions	0.00
<b>Total Crusher emissions</b>	<b>0.00</b>

\*This mill has no kernel crusher operation.

<b>Palm Oil Mill Effluent (POME) Treatment:</b>	
Divert to Compost (%)	0.00
Divert to anaerobic diversion (%)	100.00

<b>POME Diverted to Anaerobic Digestion:</b>	
Divert to anaerobic pond (%)	40.00
Divert to methane captured (flaring) (%)	0.00
Divert to methane captured (energy generation) (%)	60.00

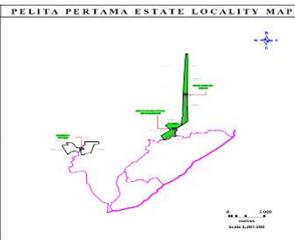
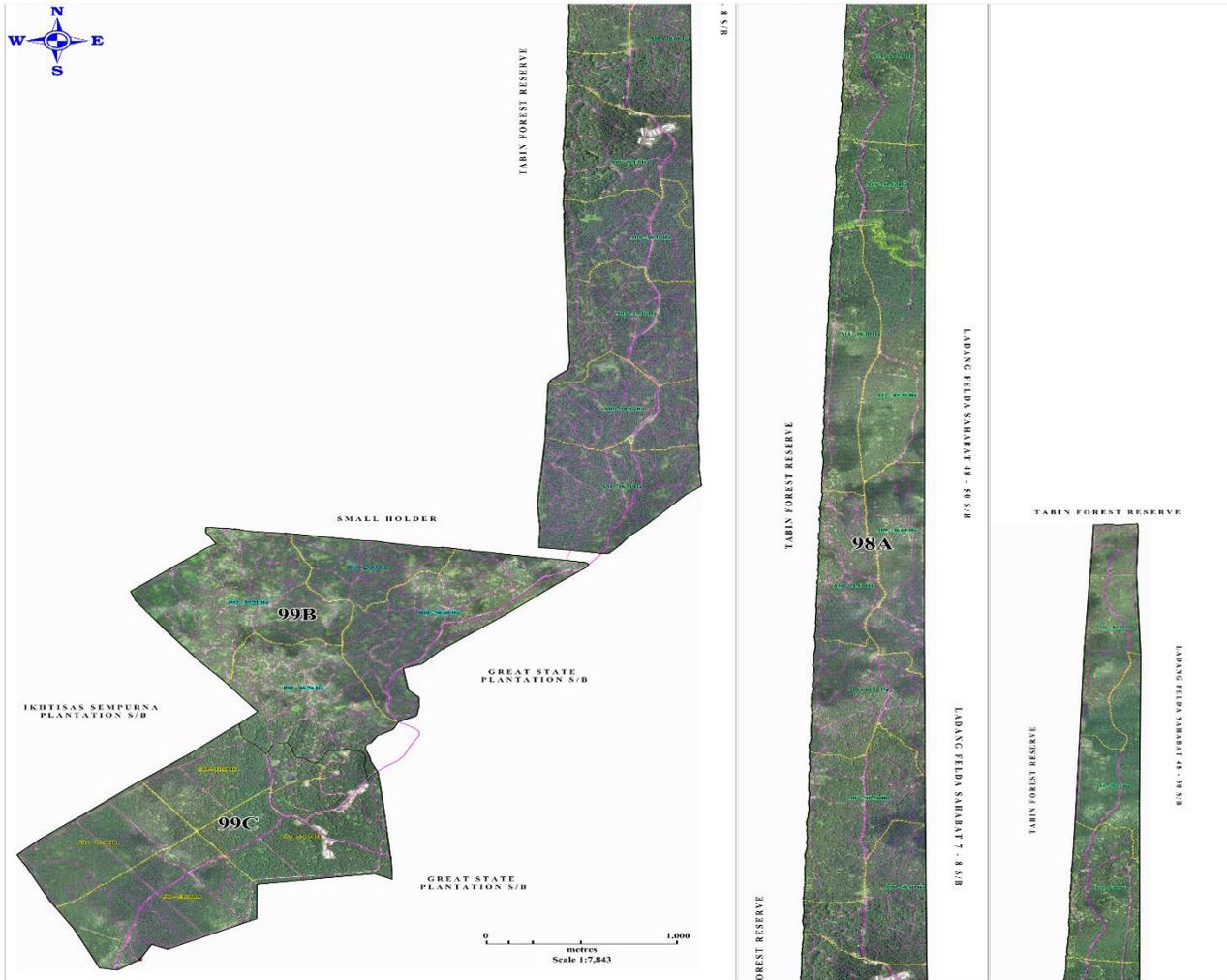
**Appendix C: Location Map of Certification Unit and Supply bases**



**Appendix D: Estate Field Map**

**Pelita Estate**

**PELITA PERTAMA ESTATE**



**PELITA PERTAMA ESTATE SUMMARY MAP**

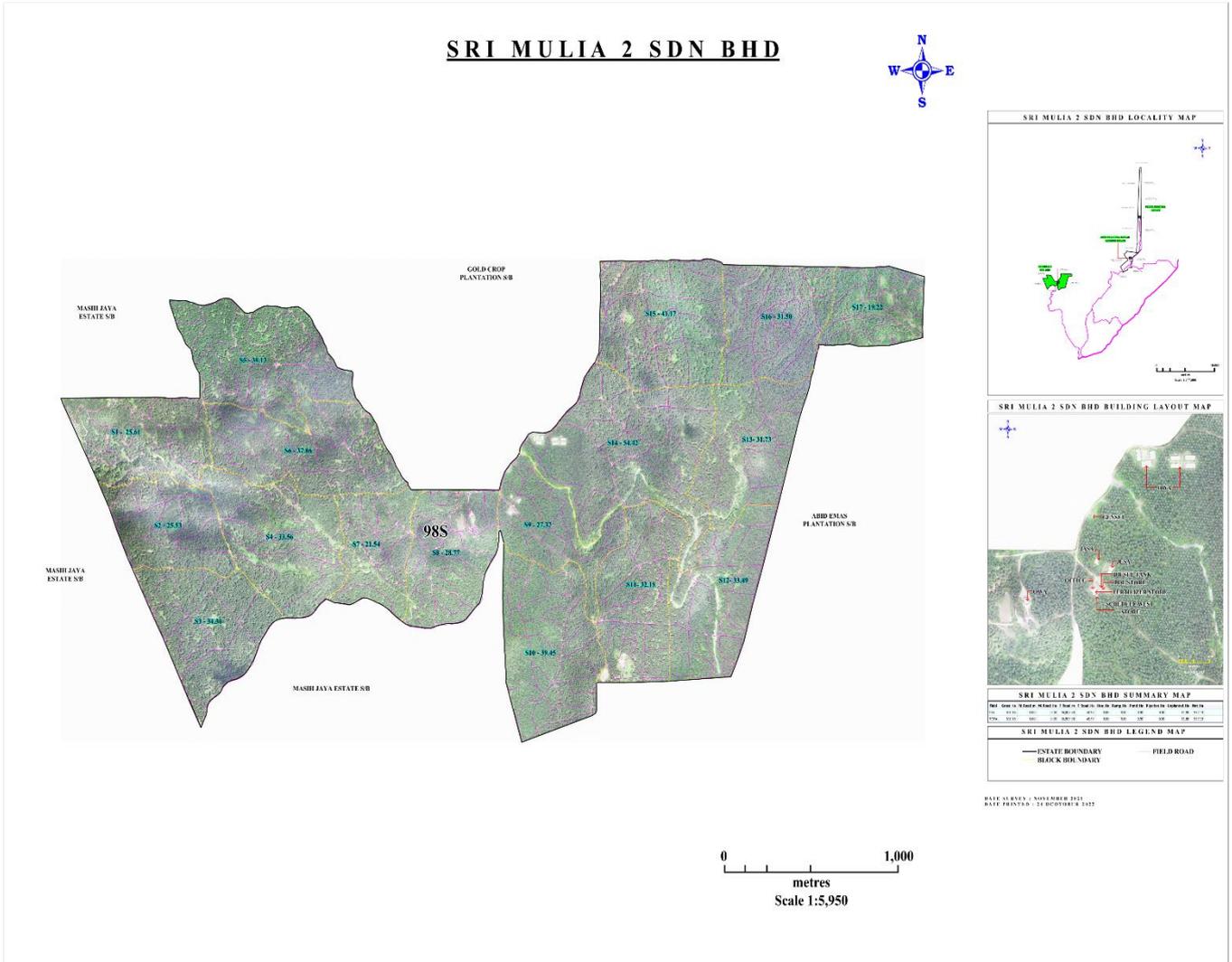
Field	Area (Ha)	Plantation Area (Ha)	Forest Reserve (Ha)	Small Holder (Ha)	Other (Ha)	Total (Ha)
Plantation	1,200.00	1,200.00	0.00	0.00	0.00	2,400.00
Forest Reserve	0.00	0.00	1,200.00	0.00	0.00	1,200.00
Small Holder	0.00	0.00	0.00	1,200.00	0.00	1,200.00
Other	0.00	0.00	0.00	0.00	1,200.00	1,200.00
<b>Total</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>6,000.00</b>

**PELITA PERTAMA ESTATE LEGEND MAP**

ESTATE BOUNDARY	MAIN ROAD
BLOCK BOUNDARY	FIELD ROAD
BLOCK BOUNDARY	

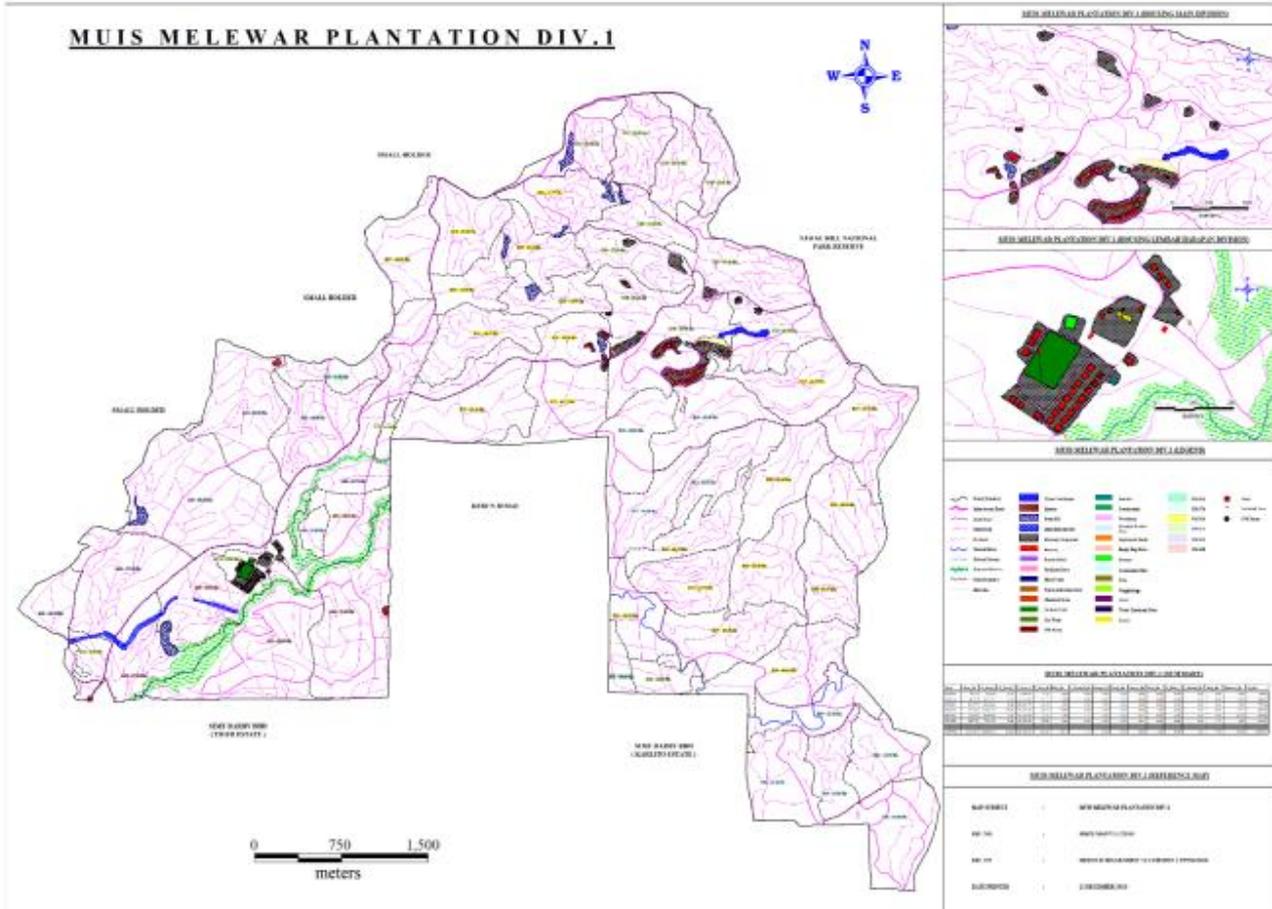
DATE SURVEY : 10 SEPTEMBER 2020  
 DATE PRINTED : 24 OCTOBER 2022

**Sri Mulia 2 Sdn Bhd**

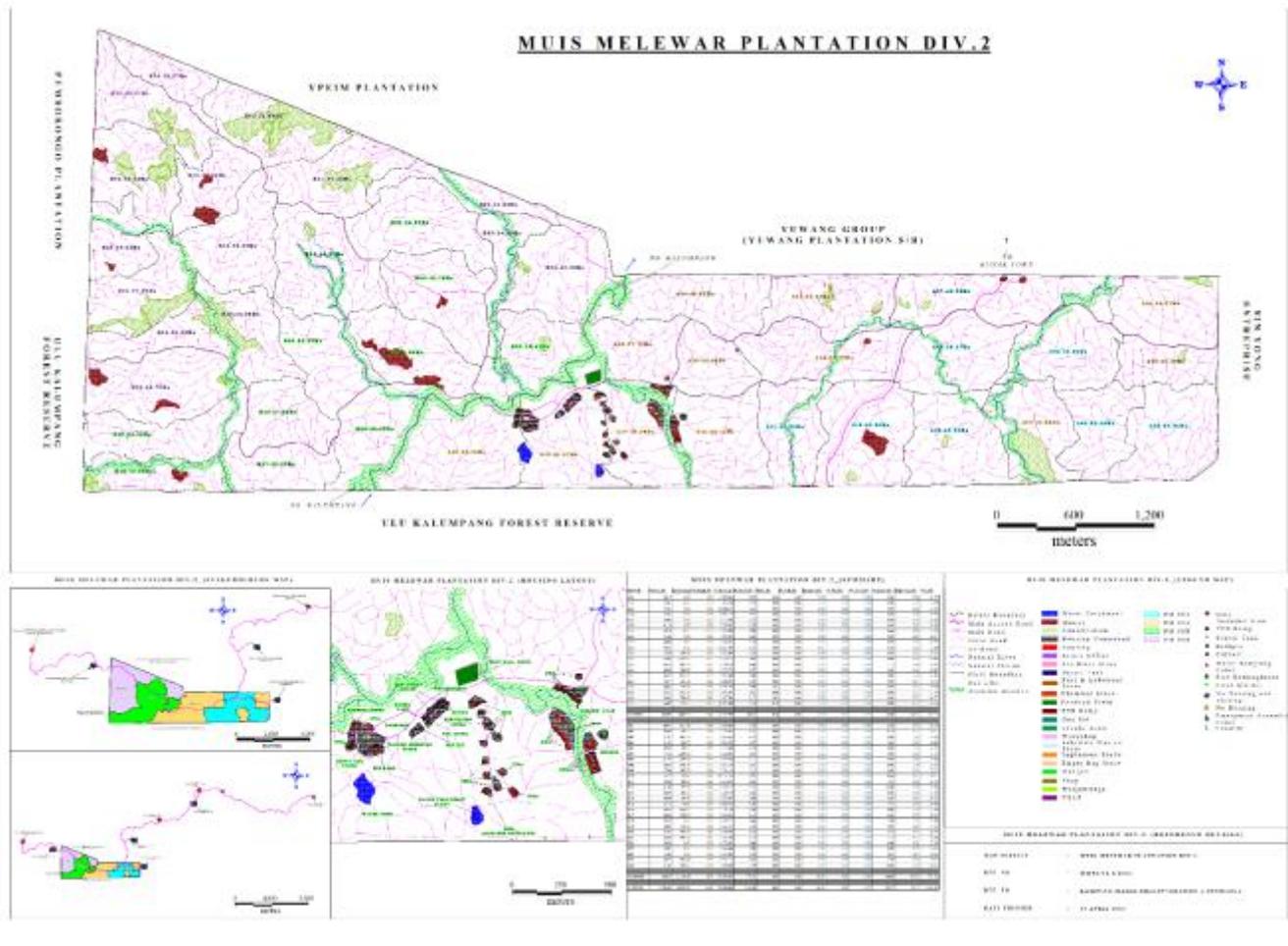




**MUIS Melewar Plantation 1**



**MUIS Melewar Plantation 2**



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**Appendix E: List of Smallholder Registered and/or sampled**

No	Name of farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude (N)	Longitude (E)	Total Certified Area	Planted Area			
<b>Total</b>									

Note: \* are smallholders sampled in this audit.

## **Appendix F: List of Abbreviations**

a.i	Active Ingredient
BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
CSPKO	Certified Sustainable Palm Kernel Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
IP	Identity Preserved
IS - CSPO	Independent Smallholder Certified Sustainable Palm Oil
IS – CSPKO	Independent Smallholder Certified Sustainable Palm Kernel Oil
IS – CSPKE	Independent Smallholder Certified Sustainable Palm Kernel Expeller
ISCC	International Sustainable Carbon Certification
ISS	Independent Smallholder Standard
LD50	Lethal Dose for 50 sample
MB	Mass Balance
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles & Criteria
RTE	Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure